

**Instruction****CAREER TECHNICAL EDUCATION**

~~The Governing Board desires to provide a quality, expanded and modernized vocational and technical education program which provides services and activities that are of sufficient size, scope and quality to be effective. The goal of the program is to provide for an integration of academic and vocational components through a coherent sequence of courses to ensure learning in all subjects. The program shall also provide curriculum and program strategies reflecting workplace needs.~~

~~The district's program shall provide linkages between secondary and postsecondary vocational and technical education, including the implementation of tech-prep programs. Students shall also be given a strong experience and understanding of all aspects of an industry.~~

*The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with a strong experience and understanding of all aspects of an industry.*

*(cf. 6143 - Courses of Study)  
(cf. 6200 - Adult Education)*

*The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.*

*(cf. 0420.4 - Charter School Authorization)  
(cf. 6178.2 - Regional Occupational Center/Program)*

*The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.*

~~The Superintendent or designee shall expand the use of technology in the district's vocational program. He/she shall also provide professional development programs to~~

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~~teachers, counselors and administrators designed to provide effective practices to improve parental and community involvement and to ensure that teachers stay current with an industry.~~

~~(cf. 1700 – Relations Between Private Industry and the Schools)~~

~~(cf. 4131 – Staff Development)~~

~~(cf. 6010 – Goals and Objectives)~~

~~(cf. 6030 – Integrated Academic and Vocational Instruction)~~

~~(cf. 6141 – Curriculum Development and Evaluation)~~

*The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)*

*The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

*The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she also shall work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.*

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*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 5113.2 - Work Permits)*

*(cf. 6178.1 - Work-Based Learning)*

*The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

*The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized career guidance and academic counseling which provides information about academic and CTE opportunities related to the student's career goals.*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.*

*(cf. 4112.2 - Certification)*

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

*The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.*

*The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.*

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*The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.*

*(cf. 0440 - District Technology Plan)*

*(cf. 3440 - Inventories)*

*(cf. 3512 - Equipment)*

*(cf. 7110 - Facilities Master Plan)*

**Nondiscrimination**

The district's program shall provide equal access to ***and shall not unlawfully discriminate against*** students who are members of special populations. ~~Students who are members of special populations shall not be unlawfully discriminated against on the basis of their status as a member of a special population.~~ ***Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)***

***Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 100.B, 104.8, 106.9)***

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

**School and Community Involvement**

***The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)***

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*(cf. 1220 - Citizen Advisory Committees)*

**Expenditures of Supplemental Funding**

~~Every three years, the Board shall compare the district's existing vocational curriculum, course content and course sequence with model state curriculum standards. (Education Code 51226, 52376)~~

~~(cf. 3440 - Inventories)~~

~~The Superintendent or designee shall establish procedures for the systematic review of district vocational education classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Superintendent or designee shall present the Board with evidence that enables the Board to ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)~~

~~(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.11 - Alternative Credits Toward Graduation)  
(cf. 6181 - Alternative Schools)~~

**Advisory Committee**

~~The Board shall appoint a career technical advisory committee as required by law to develop recommendations on the career technical education program and provide liaison between the district and potential employers. (Education Code 8070)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

**Legal Reference:**

**EDUCATION CODE**

***1205 Classification of counties***

~~8070 - Appointment of vocational education advisory committee~~

~~48430 - Legislative intent; continuation education schools and classes~~

~~51225.3 - Requirements for graduation commencing with 1988-89 school year~~

~~51226 - Model curriculum standards~~

~~51228 - Graduation requirements; minimum standards; required curriculum; pupil demonstration of competence~~

~~52300-52499.6 - Career technical education~~

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~~54728 Funds allocated pursuant to the School-Based Motivation and Maintenance Program~~  
~~54761 Calculation; base funding; deposit; use~~  
*8006-8156 Career technical education*  
*17078.70-17078.72 Career technical education facilities*  
*33430-33432 Health science and medical technology grants*  
*35168 Inventory of equipment*  
*41505-41508 Pupil Retention Block Grant*  
*41540-41544 Targeted instructional improvement block grant*  
*44257.3 CTC recognition of study in linked learning teaching methods*  
*44260-44260.1 Designated subjects career technical education credential*  
*44260.9 Designated subjects career technical education credential*  
*48430 Legislative intent; continuation education schools and classes*  
*48980 Parental notifications*  
*51220-51229 Courses of study, grades 7-12*  
*51760-51769.5 Work experience education*  
*52300-52499.66 Career technical education*  
*52519-52520 Adult education, occupational training*  
*53080-53084 School-to-career initiatives*  
*53086 California Career Resource Network*  
*54690-54699.1 California Partnership Academies*  
*54750-54760 California Partnership Academies, green technology and goods movement occupations*  
*56363 Related services for students with disabilities; specially designed career technical education*  
*66205.5-66205.9 Approval of career technical education courses for admission to California colleges*  
*88500-88551 Community college economic and workforce development program*  
**GOVERNMENT CODE**  
*54950-54963 Brown Act*  
**LABOR CODE**  
*3070-3099.5 Apprenticeships*  
**CODE OF REGULATIONS, TITLE 5**  
*1635 Credit for work experience education*  
*3051.14 Specially designed career technical education for students with disabilities*  
*10070-10075 Work experience education*  
*10080-10092 Community classrooms*  
*10100-10111 Cooperative vocational education*  
*11500-11508 Regional occupational centers and programs*  
*11535-11538 Career technical education contracts with private postsecondary schools*

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*11610-11611 Regional adult and vocational education councils*

**CODE OF REGULATIONS, TITLE 8**

*200-240 Apprenticeships*

UNITED STATES CODE, TITLE 20

2301-2415 4 Carl D. Perkins Vocational and Technical Act of 1998

*6301-6578 Improving the Academic Achievement of the Disadvantaged*

CODE OF FEDERAL REGULATIONS, TITLE 34

*76.730-76.731 Records related to federal grant programs*

*80.32 Equipment acquired with federal funds*

*80.42 Record retention*

*100.B Appendix B Guidelines for eliminating discrimination in career technical education programs*

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

**CSBA PUBLICATIONS**

*Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*2008-2012 State Plan for Career Technical Education*

*Multiple Pathways to Student Success: Envisioning the New California High School, 2010*

*Regional Occupational Centers and Programs Operations Handbook March 2008*

*Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007*

*Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007*

*California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005*

*Management of Vocational Education Equipment, April 2000*

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS PUBLICATIONS**

*Orientation to Apprenticeships: A Guide for Educators, January 2001*

WEB SITES

~~CDE, Secondary Education, Academic and Career Integration:~~

~~<http://www.cde.ca.gov/shsd/aci>~~

**CSBA: <http://www.csba.org>**

**Association for Career and Technical Education: <http://www.acteonline.org>**

**MBUSD**

**BP 6178(h)**

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*California Association of Regional Occupational Centers and Programs:*  
*<http://www.carocp.org>*

*California Career Resource Network:* *<http://www.californiacareers.info>*

*California Department of Education, Career Technical Education:*  
*<http://www.cde.ca.gov/ci/ct>*

*California Department of Employment Development:* *<http://www.edd.ca.gov>*

*California Department of Industrial Relations:* *<http://www.dir.ca.gov>*

*California Workforce Investment Board:* *<http://www.calwia.org>*

*Commission on Teacher Credentialing:* *<http://www.ctc.ca.gov>*

*University of California, a-g Course Submissions:* *[http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)*

*USDE, Office of Vocational and Adult Education:* *<http://www.ed.gov/offices/OVAE>*

*U.S. Department of Labor, Bureau of Labor Statistics:* *<http://www.bls.gov>*

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised:

**Instruction**

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Regional Occupational Center/Program

*The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52300-52335.6, which offers CTE courses independently or in support of tech prep programs, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.*

*Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)*

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: Manhattan Beach, California

reviewed: