

# 100 Programs

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**101 Mission and Philosophy (Understandings)**

**102 State Standards**

- Academic Standard for Career Education and Work
- Strategic Plan Goals

**103 Non-Discrimination in School and Classroom Practices**

- Refer to Policy 335 for Non-Discrimination Grievance Report – See Personnel Plan
- Refer to Policy 335 for Accommodation Request Form – See Personnel Plan

**103B Non-Discrimination in Employment/Contract Practices**

- Refer to Policy 335 for Non-Discrimination Grievance Report – See Personnel Plan
- Refer to Policy 335 for Accommodation Request Form – See Personnel Plan

**104 Prohibiting Harassment and Violence**

- Refer to Policy 336 for “Report Form for Reports or Complaints of Sexual Harassment and Harassment because of race, color, religion, age of forty or more, national origin, ethnicity and disability – See Personnel Plan

**105 Curriculum Development**

- Curriculum Plan – See Staff Handbook for Curriculum Plan
- Advisory Committee Operating Guidelines – See Staff Handbook for Craft Advisory Committee Guidelines/Forms

**105.1 Curriculum Review by Parents and Students**

**105.2 Exemption From Instruction**

**106 Curriculum Termination**

- Refer to Policy 201 for program termination guidelines

**107 Adoption of Planned Course**

**107.1 Guides for Planned Instruction**

**108 Adoption of Textbooks**

**109 Resource Materials**

**110 Instructional Supplies and Equipment**

- Equipment and Supply Procedures – See Staff Handbook
- Purchase Requisition Form “
- Equipment Estimate Form “
- Inventory Procedures “
- Inventory Form “
- Project Invoicing “
- Shop Work Agreement “
- Collection of Pennsylvania State Sales Tax “
- Maintenance Requests “
- Maintenance Request Form ”

**111 Lesson Planning**

**112 Guidance Counseling**

- Guidance Plan – Overview – See Guidance Plan
- CTC Approved Programs/Schedules/Descriptions – See Guidance Plan

- CTC Recruitment Strategies – See Guidance Plan
- CTC Admissions Policy – See Guidance Plan
- Student Registration Application – See Guidance Plan
- Cooperative Education – Staff Handbook Overview – See Guidance Plan
  - Training Agreement and Plan – See Guidance Plan
  - School to Work Evaluation Form – See Guidance Plan
- Student Follow-Up and Placement Plan – See Guidance Plan
  - Overview – See Guidance Plan
  - Evaluation of Program Relevance and Quality – See Guidance Plan
  - Action Plans – See Guidance Plan
  - Child Labor Law – See Guidance Plan
  - Prohibited Occupations for Minors – See Guidance Plan
  - Cooperative Education – See Guidance Plan
  - Clinical – See Guidance Plan
  - Internship – See Guidance Plan
  - AutomotiveYES – See Guidance Plan
  - Job Shadowing – See Guidance Plan
  - Follow-up Surveys – See Guidance Plan
- Partnership Programs with Colleges – See Guidance Plan
- Student Records – See Guidance Plan
- Reporting Child Abuse – See Guidance Plan
- Scholarships – See Guidance Plan
- Sexual Harassment – See Guidance Plan
- Student Assistance Program – See Guidance Plan
- Grading and Reporting Student Progress – See Guidance Plan

**113 Special Learner Assistance**

- Special Learner Assistance Guidelines – Refer to Guidance Plan

**113.1 Discipline of Students with Disabilities**

**114 Programs for Gifted Pupils**

**115 Student Intervention**

- Student Assistance Program – See Guidance Plan

**116 Tutorial Instruction**

**117 Homebound Instruction**

**118 Cooperative Education**

**119 Clinical/Job Shadowing/Internship/AutoYES and related programs**

**120 Tech Prep**

**121 Field Trips**

**122 Extracurricular Activities/Student Youth Organization**

- Youth Organization Guidelines – See Staff Handbook

**123 Current Events**

**124 Safety and Emergency Programs**

- Safety Plan – Refer to Staff Handbook
- Emergency Operations Plan – Refer to Staff Handbook

**125 Adult Education**

- Adult Education Handbook – Refer to Staff Handbook

**126 Student Awards and Recognition Programs**

- Scholarships/Awards Guidelines – Refer to Guidance Plan

**127 Strategic Plan**

- Strategic Plan – Refer to Strategic Plan

**127.1 Assessments**

**128 Projects and Services**

**129 Community Volunteers**