



## **CAREER AND TECHNICAL EDUCATION PROCEDURE (INS-P012)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for teachers of Career and Technical Education (CTE) courses to use when students do live work for business/industry, individual, or non-profit partners within the traditional classroom setting.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Director of CTE, Principals, and CTE Teachers

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 Live work is any real or simulated work experience or activity completed by students that aids in developing trade and industry competencies and directly relates to the state standards for their program of study.
- 4.2 Authorized projects are those activities approved by the Director of CTE, building principal, and/or CTE teacher that allow students to gain experience and build skills related to standards within their program of study while also contributing to the mastery of required competencies and earning of industry credentials.

### **5.0 PROCEDURE:**

- 5.1 The CTE teacher will meet with business/industry, individual, or non-profit partner and together they will determine the parameters of work for students to complete.
- 5.2 The CTE teacher will assign students to projects on a rotating basis.
- 5.2.1 Skill level of students in relation to the work required will be given consideration.
- 5.3 The CTE teacher will require the partner to sign a Live-Work Contract ([INS-F027](#)) before work begins.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Live-Work Contract ([INS-F027](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Live-Work Contract	School Office	Current year plus two years	Discard as Desired	Secured Building



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### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
12/09/04		Initial Release
7/17/08	A	Change Vocational Coordinator to CTE Coordinator
11/6/14	B	Changed title of procedure; updated logo; incorporated flowchart within procedure in lieu of a separate Exhibit A
8/8/22	C	Changed title throughout to Director of CTE. Added references to state standards for CTE and industry credentials to reflect current elements of Career and Technical Education. Added requirements for CTE teacher to consult with business/industry partners to determine parameters of student work-based study, rather than the CTE teacher determining those parameters in isolation.

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***