

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IGK, IGK-RA

Responsible Office: Instruction and Program Development

Career and Technology Education Projects From Outside MCPS

I. PURPOSE

To establish guidelines and procedures for accepting a Career and Technology Education (CTE) class project to be completed for an organization, agency, or individual

II. GUIDELINES

Each project, for which materials are not provided by MCPS, accepted from an organization, agency, or individual for completion by a career and technology education or CTE class is to (a) supplement the instructional program; (b) provide an educational, creative, and real-life experience for students; and (c) be compatible with the curriculum of the particular course. CTE classes may undertake projects such as printing, automotive repair, trade industrial construction, woodworking (furniture building), home economics services, and personal services (cosmetology). Major projects undertaken by CTE students, as for example work in the Construction Trades Project, would be dealt with by separate bylaws or guidelines developed and presented to the Board of Education.

III. PROCEDURES

- A. A request for a CTE class to undertake a project is submitted to the principal by the class instructor.
- B. The final decision for accepting the proposed project is the principal's responsibility. The principal is responsible for determining if the proposed project:
 1. Complies with the guidelines in Item II above
 2. Is consistent with the course of study, the progress and schedule of the class, and the abilities and educational needs of the students

- C. Charges for projects accepted are not to exceed the retail cost of materials plus 15 percent for incidentals and waste

- D. Payments for CTE projects should be made to the school's financial agent. All transactions shall be recorded, by the agent, in accordance with MCPS Regulation DIA-RA: *Accounting for Independent Activity Funds*.

Administrative History: Formerly Regulation No. 320-2, April 2, 1976, revised December, 1986; revised May 14, 1998.