Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

District Policy 9300

Career and Technical Education

Special Programs Washington County School District

1. Purpose:

The primary purpose of this plan is to provide all 11th-14th grade students the opportunity to be trained in any of the programs offered in which they are interested and qualified in the Dixie College/Washington County School District area. The course schedules at Dixie College and the Washington County high schools are to be "geared up" to incorporate the programs and courses in their 11th-14th grade course offerings beginning with Fall Quarter 1979.

2. Policy:

3. Procedure:

3.1. Definition of Terms:

Term to be Defined	High School Definition	College Definition
School Year	180 School Days	153 School Days
Term or Quarter	9 Weeks of School Year	10 Weeks of School Year
Semester	1/2 of School Year	1/2 of School Year
Period	Approximately 50 Minutes of Class Time	50 Minutes of Class Time
Program	"A sequence of courses and/or experiences to be taken toward a goal."	"A sequence of courses and/or experiences to be taken toward a goal."
Course	"An orderly process of succession such as a series of lectures or other matter dealing with a subject."	"An orderly process of succession such as a series of lectures or other matter dealing with a subject."

3.2. One-Page Information Sheet:

There is to be a one-page information sheet designed about each program; telling about the exploratory background recommended (i.e. 9th and/or 10th grades), job opportunities, courses available (including related courses for certificates or degrees), possible student outcomes, cooperative work experience opportunities and other key information to be distributed to students and parents.

3.3. Guidelines for Introducing New Programs or Courses:

3.3.1. Starting Point: New courses will be proposed by the instructor(s) in the program area coordinating with the program director and/or department chair to formulate new curriculum, course descriptions, syllabi, etc. New programs will usually begin at either the department chair, the CTE Director, Principal, or Dean level. New Programs will require extensive research to determine the need for the program, job placement potential, facility implications, instructor requirements, projected costs, etc. New courses and new programs should involve input and endorsement from a program advisory committee. A Course Approval Form (see form No. 1201), must be completed for all new courses proposed

3.3.2. Principal, Dean, and CTE Director Approval: The approval of the respective dean and/or principal is shown by their signature and date of approval. The Career and Technology Edudcation Director, either the school or the college (or both where appropriate) should also approve the course request form.

3.3.3. A Curriculum Committee and Academic Council Approval (college only): For all courses requesting college credit, the respective dean is to present the request to the Curriculum Committee and the Academic Council for college approval.

3.3.4. Executive Board Approval: All new courses and new programs will be approved by the Articulated CTE Executive Committee and will be validated by meeting minutes documenting a motion for approval that receives a majority vote.

3.3.5. Emergency Provision: It is realized that there may be situations arise where training programs will need to be established to meet immediate training needs of business and industry. Where these emergency situations arise, the Articulated CTE Executive Committee may request and approve training programs to meet the immediate needs.

3.3.6. Dixie College Approval: (college only) For college programs, approval is to be obtained through the Academic Council, College Council, and Board of Regents.

3.3.7. Washington County School District Approval: (School District only) For high school courses and programs, approval is to be obtained through the school District administration. Board of Education approval is necessary when the courses affect the graduation requirements.

3.3.8. Course Revisions: Instructors, in working with Advisory Committees, should be continually updating courses to meet new technology. Revisions should be cleared with deans and/or principals. Course information update sheets will be formally revised every five years.

3.3.9. Statement of Nondiscrimination: No person shall, on the grounds of race, religion, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or

be subjected to discrimination under any program or activity conducted by the Area CTE Programs of Dixie College and the Washington County School District.

3.3.10. Transportation Arrangements: As needed, pay for drivers and expenses through funds provided by the state formula.

3.3.11. Time Arrangements:

3.3.11.1. Time schedules are to be arranged at the high schools and Dixie College on a coordinated basis so that courses are available from 8:00 a.m. to 10:00 a.m. and from 1:00 p.m. to 3:00 p.m. for 11th-14th grade students, making all Area CTE Programs available to all 11th-14th grade students which are not available at their home school.

3.3.11.2. Adult evening vocational programs are to be made available from approximately 67:00 p.m. to 109:00 p.m. as organized and coordinated through the Lifelong Learning Program for the entire Dixie College/Washington County School District area.

3.3.11.3. The transportation time schedule is to be organized by the school principals and District administration in the most economical and efficient manner possible. Dixie College students interested in programs such as agriculture, diesel mechanics, and cabinetmaking/millwork, which are not available on the main Dixie College campus, could catch the appropriate bus to the appropriate high school facility where the program is offered.

3.3.12. Facility Arrangements

The Dixie College/Washington County School District Area CTE Programs are based on the concept that all programs are to be made available to all 11th-14th grade students. This is to be done where there are currently facilities to conduct the programs, rather than disregarding current facilities to construct a "super structure" to house all area vocational programs under one roof.

3.3.13. Student Credit Arrangements:

3.3.13.1. (NOTE: One unit of high school credit = 10 semester hours of equivalent college course credit. Credit will be awarded by the student's "home school" on the following basis: High school students will receive one unit of credit based upon a course being held for one hour per day for 180 days. College students will receive 3.3 semester hours of credit based upon a one hour course being held daily for one academic semester.)

3.3.13.2. If a high school student takes a college course and wants to use it for high school credit, then the student will be awarded one unit of high school credit for each successfully completed college course taken for one hour per day, for a full school year or fractional part thereof (i.e. quarter or semester). If a college student takes a high school course (equivalent to a college course) for college credit, then the student will be awarded 15 quarter hours for college credit for each successfully completed course taken for one hour per day for a full school year or fractional part thereof (i.e. quarter or semester).

3.3.13.3. If a high school student takes a high school course that is equivalent to a college course and the student takes the next course in the program sequence at the college, the

student will get the same college grade for both courses as they are entered on the college transcript that the student got for the second successfully completed college course. The student will receive college credit for both courses but will only have to pay for the second course (based upon college policy established during 1977-78 school year).