

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** DIA-RA, DIA-RB, DJA-RB, IGK, IGK-RB, IGK-RC, JFA-RA, CND, CND-RA

**Responsible Office:** Curriculum and Instructional Programs

**Related Source:** *Annotated Code of Maryland*, Education Article, §7-114

### Career and Technology Education Projects from Outside MCPS

#### I. PURPOSE

To establish guidelines and procedures for approving class projects in Career and Technology Education (CTE) classes, including classes associated with student foundations (listed in Section II), to be completed for an organization, agency, or individual; and to provide guidelines for projects utilizing Montgomery County Public Schools (MCPS) technical equipment and/or facilities outside of class

#### II. BACKGROUND

MCPS high school CTE classes are organized within broad career clusters designed to provide students with multiple career pathways leading to employment and further education, as follows: Arts, Humanities, Media, and Communication; Biosciences, Health Science, and Medicine; Business Management and Finance; Construction and Development; Education, Training, and Child Studies; Engineering, Scientific Research and Manufacturing Technologies; Environmental, Agricultural, and Natural Resources; Human and Consumer Services, Hospitality and Tourism; Information Technologies; Law, Government, Public Safety, and Administration; Transportation, Distribution, and Logistics; and College/Career Research and Development Program.

Programs within certain career clusters have associated student foundations, which are tax-exempt nonprofit organizations under Section 501(c)(3) of the Internal Revenue Code, and established to promote and advance the interests of CTE in MCPS. Existing foundations include the following:

- A. Montgomery County Students Automotive Trades Foundation, Inc.

- B. Montgomery County Students Construction Trades Foundation, Inc.
- C. Montgomery County Students Information Technology Foundation, Inc.

These foundations collaborated in the development of this regulation and have agreed to abide with its requirements and procedures.

### **III. PROCEDURES**

- A. Guidelines for Projects for Community Organizations, Agencies, or Individuals

Students in many classes offered through CTE develop technical skills that equip them to provide services, or to produce or repair items, referred to as “projects” below. CTE classes may only undertake projects during class time for an organization, agency, or individual if the project meets all of the following conditions:

1. The project is compatible with the curriculum of the particular course, the progress and schedule of the class, and the abilities and educational needs of the students.
2. The project supplements the instructional program.
3. The project provides an educational, creative, and hands-on experience for students.

- B. Oversight and Approval of Projects

1. In classes with associated student foundations, listed in Section II, the foundation supervisor is responsible for approval and oversight of projects for organizations, agencies, or individuals, subject to foundation agreements. Project updates are provided to principals and other stakeholders at regularly scheduled meetings of the student foundations boards of directors.
2. In all other CTE classes, the principal is responsible for approval and oversight of projects for organizations, agencies, or individuals.
3. The principal/foundation supervisor, as appropriate, is responsible for determining if the proposed project complies with the guidelines in Section III.A.

C. Charges and Payments

1. An organization, agency, or individual who is the recipient of a project (e.g., service, product, or repair) conducted by students as part of a CTE class activity may be charged for the cost of materials, and no more than an additional 15 percent of the cost for incidentals and waste.
2. Payments for projects in CTE classes associated with a student foundation should be made to the appropriate student foundation, and processed by the foundation supervisor, subject to the by-laws of the foundation.
3. Payments for projects in CTE classes not affiliated with a student foundation should be made to the school's Independent Activities Fund and processed by the school's financial agent, subject to MCPS Regulation DIA-RA, *Accounting for Financial Operations/Independent Activity Funds*, and the *MCPS Financial Manual*.

D. Projects Outside of Class

1. Activities of student clubs or organizations associated with CTE career clusters are subject to the provisions of Regulation JFA-RA, *Student Rights and Responsibilities*, regarding school-sponsored student clubs and organizations.
2. The principal/foundation supervisor, as appropriate, may restrict the use of certain technical equipment or facilities by student clubs or organizations.
3. Use of MCPS technical equipment or facilities outside of class time—
  - a) must be supervised by a school sponsor certified to operate the equipment/facility
  - b) is restricted to only those students who have received class instruction in and are approved by the school sponsor for the use of the equipment/facility
  - c) must be conducted in a manner that is consistent with all applicable usage and safety protocols
  - d) may not result in remuneration to the student or staff member and must have an educational benefit

4. Certain projects may meet the criteria for Student Service Learning (SSL) hours. However, student requests for SSL hours must be approved in advance by the school SSL coordinator by completing MCPS Form 560-50, *Individual Student Service Learning (SSL) Request*.

***Administrative History:*** Formerly Regulation No. 320-2, April 2, 1976, revised December, 1986; revised May 14, 1998; revised June 15, 2016.