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**IDAPA 55  
TITLE 01  
CHAPTER 03**

**55.01.03 - RULES OF CAREER-TECHNICAL SCHOOLS**

**000. LEGAL AUTHORITY.**

The State Board of Education is designated as the State Board for Career-Technical Education and is responsible to execute the laws of the state of Idaho relative to career-technical education, administer state and federal funds, and through the administrator of the State Division of Career-Technical Education, coordinate all efforts in career-technical education (Section 33-2202 through 33-2212, Idaho Code). (3-30-01)

**001. TITLE AND SCOPE.**

**01. Title.** The rules shall be cited as IDAPA 55.01.03, "Rules of Career-Technical Schools." (3-30-01)

**02. Scope.** These rules serve the administration of Career-Technical Education in Idaho and define the duties of the State Division of Career-Technical Education. (3-30-01)

**002. WRITTEN INTERPRETATIONS.**

Written interpretations of these rules, if any, are on file at the office of the State Division of Career-Technical Education. (3-30-01)

**003. ADMINISTRATIVE APPEALS.**

All appeals under these rules shall be conducted pursuant to the procedures set forth by the State Board of Career-Technical Education. (3-30-01)

**004. (RESERVED)**

**005. DEFINITIONS.**

**01. Attendance Zones.** For purposes of Section 33-1002G, Idaho Code, each high school is classified as an attendance zone. The attendance zone requirement can be met by having students from at least two (2) high school zones within a district or at least two (2) high school zones in different districts participate in the career-technical school. A minimum of fifteen percent (15%) of the total student body must reside in attendance zones apart from the attendance zone of the majority of students. Cooperative Service Agencies must meet the fifteen percent (15%) attendance criteria on a program-by-program basis. (3-30-01)

**02. Dual Credit.** Pursuant to Section 33-5109, Idaho Code, dual credit may be granted for Advanced Placement, College Level Examination Program, or Tech Prep class offerings that are approved through an accredited institution of higher education. This does not have to be a one (1) credit for one (1) credit articulation. Competencies from multiple classes can count toward postsecondary credit/credits. (3-30-01)

**03. Field Experience.** Paid or unpaid work experience such as business/industry internship, clinical experience, supervised occupational experience, job placement, school-based enterprise, or similar work experience setting. The field experience must be of sufficient duration and depth to add to the technical competencies of the student. (3-30-01)

**04. Career-Technical Schools.** Schools designed to provide high-end, state-of-the-art technical programs that foster quality technical education at the secondary level. Programs and services are directly related to the preparation of high school students for employment in current or emerging occupations that require other than a baccalaureate or advanced degree. These schools are closely linked to postsecondary education, thereby avoiding redundancy and maintaining rigor. They are also closely linked to current business and industry standards to ensure relevance and quality. (3-30-01)

**006. -- 099. (RESERVED)**

**100. STATEMENT OF PURPOSE.**

The purpose of this rule is to clearly define general implementation criteria, the criteria for approval for funding, the added cost unit calculation, the procedure to follow in calculating average daily attendance (ADA), the process to follow for fund distribution, and program accountability for Idaho Career-Technical Schools. (3-30-01)

**101. CAREER-TECHNICAL SCHOOL GENERAL APPROVAL CRITERIA.**

For approval, applying districts/consortiums must meet at least four (4) of the five (5) criteria listed in Section 33-1002G, Idaho Code. Approval criteria: (3-30-01)

- 01. High School Attendance Zones.** Two (2) or more high school attendance zones. (3-30-01)
- 02. Dual Credit.** (3-30-01)
- 03. Field Experience.** (3-30-01)
- 04. Funded as a Separate School.** (3-30-01)
- 05. Separate Site or Cooperative Service Agency.** Located at a separate site or approved by the State Board of Education as a cooperative service agency. (3-30-01)

**102. CAREER-TECHNICAL COMPONENT CRITERIA.**

**01. Program Criteria.** Career-technical schools are intended to deliver high-end technical education programs that go beyond the scope of traditional career-technical education. The lab should be appropriately designed for the type of program and the number of students enrolled. The program should have state-of-the-art equipment, current technology and strong links to business and industry. (3-30-01)

- 02. Career-Technical School Program.** Each program of a career-technical school shall: (3-30-01)
  - a.** Be based on industry standards that are measurable using a competency-based evaluation system. (3-30-01)
  - b.** Demonstrate a responsiveness to students' needs and to labor market needs. (3-30-01)
  - c.** Contain a sequence of instruction that follows a set of industry competencies. (3-30-01)
  - d.** Reinforce basic and advanced academic skills. (3-30-01)
  - e.** Have at least one (1) dual credit technical course or be approved for postsecondary credit as part of a Tech Prep agreement. (3-30-01)
  - f.** Promote access and equity for all students and school personnel. (3-30-01)
  - g.** Incorporate active input from an appropriately qualified business/industry technical advisory committee. (3-30-01)
  - h.** Ensure that all programs implement instructional delivery methods that use current teaching and industry technologies. (3-30-01)
  - i.** Employ instructors who hold career-technical certification to teach the occupation and who also hold a related industry-based credential or equivalent. (3-30-01)
  - j.** Promote the development of leadership, interpersonal and other cross-functional workplace skills through career-technical student organizations or other appropriate means. (3-30-01)
  - k.** Ensure that the instructional setting is appropriate and effective regarding: (3-30-01)

- i. Student-teacher ratios. (3-30-01)
- ii. Number of lab work stations. (3-30-01)
- iii. Number of quality work-experience sites. (3-30-01)
- iv. Safety. (3-30-01)
- v. Work-experience agreements. (3-30-01)
- vi. Facility maintenance. (3-30-01)

**103. APPLICATION PROCESS.**

Applications for career-technical school funding must be received by the Division of Career-Technical Education on or before the first Friday in July for the following fiscal year. (3-30-01)

**104. CAREER-TECHNICAL SCHOOL ADDED COST UNIT FUNDING.**

Section 33-1002G, Idaho Code, provides school districts an opportunity to establish career-technical schools that qualify for funding appropriated for the specific purpose of supporting the added cost of career-technical schools. The funds are appropriated to the State Board for Career-Technical Education to be expended by the Division of Career-Technical Education. Funding is based on the average daily attendance (ADA) of students enrolled in the career-technical school. (3-30-01)

**105. CAREER-TECHNICAL SCHOOL AVERAGE DAILY ATTENDANCE.**

The Division of Career-Technical Education shall use the enrollment reports sent to the State Department of Education to calculate career-technical school average daily attendance (ADA) in accordance with applicable laws and rules (Section 33-1002, Idaho Code). Students in attendance at a qualifying career-technical school shall be reported as aggregate hours and/or aggregate attendance. The aggregate hours and aggregate attendance will be combined to calculate the ADA for the career-technical school. (3-30-01)

**01. Aggregate Hours.** The daily hours of all students who attend less than two and one-half (2.5) hours per day shall be added together and reported as weekly aggregate hours. (3-30-01)

**02. Aggregate Attendance.** Students attending more than two and one-half (2.5) hours per day are to be reported as aggregate attendance. (3-30-01)

**106. CAREER-TECHNICAL SCHOOL ADDED COST UNIT CALCULATION.**

The Division of Career-Technical Education shall use the career-technical school average daily attendance (ADA) as the basis for added cost unit funding. (3-30-01)

**01. State Support Unit Value.** The added cost support unit value shall be based on state salary-based apportionment, state paid employee benefits (less state unemployment), base support, and safe environment distribution factors found in the Public School Support Program. (3-30-01)

**02. Support Unit Divisor.** Added cost support units for career-technical schools shall be calculated by using the secondary support unit attendance divisor of eighteen and one-half (18.5) as shown in Section 33-1002(6), Idaho Code. (3-30-01)

**03. Added Cost Support Factor.** The added cost support factor for career-technical schools shall be calculated by multiplying point thirty-three (.33) times the added cost support units generated in the career-technical school. (3-30-01)

**04. Estimated Reimbursement.** The estimated reimbursement shall be calculated by multiplying the state support unit value by the added cost support factor. (3-30-01)

**107. CAREER-TECHNICAL SCHOOL ADDED COST UNIT FUND DISTRIBUTION.**

Once the career-technical appropriation is made, the per unit value will be determined by dividing the total units into

the appropriation. (3-30-01)

**01. Payment Distribution.** Added cost support unit funds shall be distributed by the Division of Career-Technical Education in two (2) payments: (3-30-01)

**a.** Seventy percent (70%) of the total estimated funds for which a career-technical school is eligible shall be distributed each year following receipt of first-period enrollment data from the Department of Education. (3-30-01)

**b.** Based on actual support units generated during the year, the balance shall be distributed each year by July 15th. (3-30-01)

**02. Reduced Funding.** In the event that the legislature does not appropriate enough funds to cover at least ninety percent (90%) of the calculated per unit value, preference will be given to existing schools and funding will not be reduced to less than ninety percent (90%) of the previous year's level. (3-30-01)

**03. Adjusted Distribution.** In the event that program growth exceeds the amount of the requested appropriation on a given year, the distribution of funds to each career-technical school will be based on the projected ADA from the Annual Application or the actual ADA from the enrollment reports, whichever is smallest. (3-30-01)

**108. ACCOUNTABILITY.**

**01. Assessment Process.** The Division of Career-Technical Education shall develop an assessment process that includes measures and standards for career-technical school programs. (3-30-01)

**02. Administrator Responsibility.** The administrator of each career-technical school shall be responsible to provide a complete report for each program on the measures and standards at the end of each fiscal year. (3-30-01)

**03. Accreditation.** Each career-technical school shall be accredited following Department of Education guidelines. This accreditation shall be appropriate for the individual type of career-technical school that is developed. (3-30-01)

**04. School Improvement Plan.** The administration, faculty and staff at each career-technical school shall be responsible to develop and implement a local school improvement plan based on the assessment process. (3-30-01)

**109. -- 999. (RESERVED)**

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