

# Connecticut Technical Education and Career System (CTECS)

## Policy Development

### **Introduction**

The Connecticut Technical Education and Career System develops and maintains policies for the purpose and effect of establishing sound educational practices, creating clear expectations for staff and students, and ensuring that CTECS complies with applicable state and federal law. CTECS' policies shall supplement and not supersede the policies established for executive agencies by the Department of Administrative Services.

This policy describes the process for the development and revision of CTECS' administrative policies.

### **Legal Reference**

Conn. Gen. Stat. 10-95q, Superintendent of the Technical Education and Career System  
Conn. Gen. Stat. 10-95r, Executive Director of the Technical Education and Career System  
Conn. Gen. Stat. 10-95s, Technical Education and Career System Board

### **Authority of the Superintendent**

By statute, CTECS' Superintendent, in consultation with the Executive Director, is responsible for developing and revising, as necessary, administrative policies for the operation of the technical high schools and other programs offered. The policies issued by a Superintendent shall remain in full force and effect even when the Superintendent leaves office, unless rescinded or revised in writing by a successor Superintendent.

### **Authority of the Executive Director**

By statute, the CTECS Executive Director is responsible for the operation, supervision, administration, and financial accountability and oversight of the Connecticut Technical Education and Career System in matters relating to the central office, system-wide management, and other non-educational matters. The policies issued by an Executive Director shall remain in full force and effect even when the Executive Director leaves office, unless rescinded or revised in writing by a successor Executive Director.

### **Role of the Advisory Board**

The advisory board shall advise the Executive Director and Superintendent on matters relating to vocational, technical, technological, and postsecondary education and training, and recommend policies

to attract, retain, and admit students.

### **Policy Committee**

The Policy Committee will be comprised of the Executive Director, Superintendent, a representative of the Communications department, and a representative of the Legal department.

Members of the policy committee shall not receive any additional compensation or stipend for participation on the policy committee.

### **Internal Review and Approval**

The policy committee shall review, revise and recommend policies to be adopted by the Executive Director/Superintendent. All new or revised policies shall be reviewed by appropriate CTECS personnel designated by the Policy Committee prior to being issued.

The Policy Committee shall establish a review cycle for each approved policy. The Policy Committee shall review each policy for revision and re-issuance prior to the established review cycle date.

### **Policy Proposals**

Policy requests may be made by any CTECS employee. Policy requests must be made in writing to the Executive Director/Superintendent and identify the proposed topic and general content of the policy. Policy proposals should address system-wide concerns with a focus on establishing clear directives that promote coherent, equitable, and efficient practices.

### **Organization of CTECS Policies**

CTECS Policies shall be organized by topic and numbered using the following series:

0000 Mission, Goals and Objectives  
1000 Community Relations  
2000 Administration  
3000 Business/Non-Instructional Operations  
4000 Personnel  
5000 Students  
6000 Instruction  
7000 New Construction and Facilities  
8000 Post-Secondary Programs

### **Policy Format**

Each policy should include, as applicable, the following elements:

Series and policy number  
Introduction  
Legal authority  
Definitions  
Policy statement/content

Date policy approved/revised  
Cross references

## **Publication of Policies**

CTECS shall issue policies by email notification to the school community and posting on CTECS' website for public access. All policies shall be maintained in the Executive Director's office and made available for public inspection during regular business hours at CTECS' central office.

*Dr. Alice Pritchard, Executive Director*  
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