

## **Chapter 84: Vocational, General Administration (Career and Technical Education)**

*Rule 84.1 Appeals Procedures for Career Technical Planning.* Districts not satisfied with the planning assignments and distribution of funds are to utilize the following procedure:

1. Write a letter of request to the Associate State Superintendent of Education (career and technical education director) stating the issue and justification for waiver.
2. The Associate State Superintendent of Education is to review and respond within 10 working days of receipt.
3. The district receiving a negative reply from the Associate State Superintendent of Education may, in turn, write a request to the State Superintendent of Education. This request should contain the original letter of request, the negative reply from the Associate State Superintendent of Education, a restatement of the issue(s) and a request for outcome.
4. The State Department of Education is to review and respond within 10 working days.
5. The district receiving a negative reply from the State Superintendent of Education may, in turn, write to the State Superintendent of Education requesting permission to address the State Board on the Board agenda according to established rules and guidelines. The decision of the Board on this issue would be final.

This does not waive the district's right to use appeal procedures if a local plan is not approved.

Source: *Public Law 101-392, Section 131(c)(2). (Revised 11/2011)*

*Rule 84.2 Articulation of Career and Technical Education Programs.* The State Board of Education is authorized to promote, encourage, and maintain cooperation and articulation between the secondary and postsecondary levels of career and technical education at all levels. Preparatory career and technical education and training shall be provided in a variety of clusters at the secondary level, and highly specialized occupational training provided at the postsecondary level where applicable. Adult preparatory and supplemental training is permissible to be offered at both secondary and postsecondary institutions.

Source: *Public Law 105-332, Sec. 122 <20USC 2342> State Plan (c)(1)(A). Miss Code Ann. 37-31-205. (Revised 10/2011)*

*Rule 84.3 Assurance of Equal Access to Career and Technical Education Programs.* Each local educational agency requesting financial assistance from the Office of Career and Technical Education for the conduct of Career and Technical Education programs and services shall provide an Assurance of Compliance with the Vocational Education Program Guidelines for eliminating discrimination and denial of services on the basis of race, color, natural origin, sex and handicap of March 21, 1979. This assurance shall be submitted with the local annual plan for Career and Technical Education and shall indicate that the recipient does not discriminate in

providing career programs and services on the basis of race, color, national origin, sex, handicap, age or religion.

The Office of Career and Technical Education shall assist the local educational agencies in determining their compliance status by monitoring a minimum of ten percent (10%) of all local educational agencies annually and by responding to any request for specific assistance.

Monitoring activities may include:

1. State-level desk review;
2. On-site review;
3. Review of local annual program plans and other related information; and
4. Follow-up on previously reviewed local educational agencies to determine how well they may be following their remedial plans.

Source: *Federal Register, Vol. 44, No. 56 - Wednesday, March 21, 1979 and embracing Acts: 45 CFR Part 80, 45 CFR Part 84, and 45 CFR Part 86 Public Law 105- 332, Sec. 316 <Note: 20USC 2396>(Revised 11/2011)*

*Rule 84.4 Closures of Non-State Plan Programs.* Local educational agencies shall be given written notice of closure for Special programs at least thirty (30) days prior to closure. Employment and training funds and programs are planned annually. Programs are funded based on documented need and availability of funds.

Source: *Miss. Code Ann. §37-31-13(1)(Revised 11/2011)*

*Rule 84.5 Closures of Career and Technical Ongoing Programs.* The State Board of Education shall require the local educational agencies to maintain established minimum standards in order to apply for support for ongoing career and technical programs.

The Office of Career and Technical Education shall be responsible for collecting and monitoring the data for these minimums/maximums and standards to insure that the following requirements are met:

1. Career Program Standards

The local educational agency shall meet minimum established career program standards to be eligible to receive reimbursement and continuation of other career support. Standards are to include the utilization of state adopted curricula for each career program.

2. Minimum Performance Requirements

The Office of Career and Technical Education shall annually collect and monitor the enrollments, completers, and placement of all ongoing career program students and review programs for minimum performance requirements. The Office of Career and Technical Education, with the approval of the State Board of Education, shall establish a process to review career-technical programs for minimum performance requirements. Programs in local improvement and/or joint improvement or programs with extremely low enrollment shall be monitored and notified of deobligation prior to March 1 of the following year. Programs that can document improvements in their performance within the first six (6) months of the following year for which the data was collected shall be allowed to continue eligibility for funding pending formal documentation and approval. Local school districts

with programs that do not meet minimum performance requirements may be allowed to convert their career resources to more applicable programs to meet the needs of employers and students within the district through the New Program Approval Process.

### 3. Minimum Enrollments

Minimum enrollments per teacher are to be evaluated annually; and extremely low enrollments per teacher shall be adjusted by teacher/program reductions. Any on-going teacher/program reductions must be determined prior to March 1.

Written notification of all deobligations shall be mailed to affected local educational agencies no later than March 1 of each year.

Source: *Miss Code Ann. 37-31-207. (Revised 10/2011)*

*Rule 84.6 Post-Secondary Career and Technical Education Course Designations.* All postsecondary career and technical courses offered by community/junior colleges reimbursed with career funds shall be identified and defined by the MS Community College Board. A copy of approved post-secondary courses shall be kept on file at the Mississippi Department of Education.

Source: *Miss. Code Ann. § 37-1-3 (Revised 11/2011)*

*Rule 84.7 Designation of Agents for the Delivery of Career and Technical Education Services.* The delivery of all career-technical education programs, projects, services, etc. shall be through the public secondary, community/junior colleges, and special state institutions.

The delivery of professional development, training, and teacher education activities shall be through appropriate delivery systems.

The delivery of research, curricula, industry training materials and specialized professional development services shall be through the Research and Curriculum Unit for Career and Technical Education at Mississippi State University.

Source: *Miss Code Ann. 37-31-103, 37-31-205(1). (Revised 10/2011)*

*Rule 84.8 Evaluation and Improvement of Career and Technical Education Programs.* The Office of Career and Technical Education shall monitor each local educational agency receiving career education funding to ensure that annual self-evaluations are being conducted.

The Office of Career and Technical Education shall maintain file copies of the local educational agencies' self-evaluation and improvement plan and shall conduct desk audits of each of the plans. The Office of Career and Technical Education is to conduct spot reviews on selected local educational agency programs for compliance and quality as per the local educational agencies' evaluation and self-improvement plan.

The Office of Career and Technical Education shall assist the local educational agencies in a joint planning effort when the local educational agencies are not complying and/or need technical assistance for compliance and program improvement.

The Office of Career and Technical Education shall provide technical assistance to the Office of Educational Accountability for conducting the career component of the accreditation evaluation for secondary schools.

Source: *Public Law 105-332, Sec. 123(b), Sec. 135(b)(5). (Revised 10/2011)*

*Rule 84.9 Career and Technical Education Live Work Projects.* All live work shall be directly related to the instructional model presently in progress unless prior approval is obtained from the career administrator. Live work must be scheduled in advance to allow the instructor to incorporate the project into his/her instructional plan. All live work performed in a career lab must be performed by students enrolled in the program and must be related to the instructional program itself.

Under no circumstances shall any work performed or service rendered in a career facility be in direct competition with the commercial market.

Completed projects resulting from lab construction which utilizes supplies and materials purchased with public funds, such as: storage houses, trailers, portable buildings, cabinetry, etc., shall be inventoried and shall become the property of the state or the local school, or shall be disposed of in a manner consistent with state law.

Source: *Miss. Code Ann. §37-31-103(2)(3)(Revised 10/2011)*

*Rule 84.10 Local Advisory Councils and Crafts Committees.* Each local school district receiving assistance from the Office of Career and Technical Education to operate career and technical education programs shall establish a local advisory council and individual program craft committees. The council and craft committees shall provide the school district with advice on current job needs and on the relevancy of courses being offered by the district in meeting such needs. The local advisory council shall be composed of members of the general public, especially of representatives of business, industry and labor. The program craft committee shall consist of member's representative of the program service area.

Source: *Miss. Code Ann. § 37-1-3 (Revised 10/2011)*

*Rule 84.11 Local Plan for Career and Technical Education.* The State Board of Education shall require participating local public schools, public community/junior colleges and special state schools to prepare and submit a local plan/application covering the same period as the state plan for career and technical education in order to be eligible for state and federal support in the funding of local career and technical education programs. Local educational agencies shall be notified in writing of the action taken on their plans. Reasons for disapproval in whole or in part must be specified. A local educational agency shall have the opportunity to submit a revised plan or part of a plan after notification of disapproval.

Reimbursement shall not be made to any local public school or community/junior college until their local plan for career and technical education is in an approvable form.

Source: *Public Law 105-332, Sec. 134 <Note: 20USC 2354> (Revised 10/2011)*

*Rule 84.12 New Program Approval for Career and Technical Ongoing Programs.* The State Board of Education shall consider requests for new programs when there is a demonstrated need and support by the requesting public local educational agency. The Office of Career and Technical Education shall establish written procedures for approving new programs. The Office of Career and Technical Education shall receive documented requests from the local educational agencies and make program approval determinations based on these criteria:

1. Skill program approval shall require a current needs assessment which documents student supply, training needs, job demands, available labor supply, plan for providing equipment, facilities and instruction, program support, and other pertinent data. The Office of Career and Technical Education shall give high priority to these approvals.
2. Technical program approval shall require a current needs assessment which documents student supply, training needs, job demands, available labor supply, plan for providing equipment facilities and instruction, program support, and other pertinent data. The Office of Career and Technical Education shall give high priority to these approvals.
3. Career and Computer Discovery programs will be discontinued at the end of the 2011-2012 school year. Career Discovery will be replaced by Information and Communication Technology (ICT) I. ICT I (7th grade) introduces students to career opportunities and the skills needed for various career paths. Computer Discovery will be replaced by Technology Foundations and Information and Communication Technology (ICT) II. Technology Foundations and ICT II (8th grade) exposes students to a multimedia environment and fundamental computer skills. Technology Discovery programs will be discontinued at the end of the 2013-2104 school year. Technology Discovery will be replaced by Science, Technology, Engineering, and Mathematics Applications (STEM). STEM (9th grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. ICT I, ICT II, Technology Foundations, and STEM are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.
4. Enrichment program approval shall require a current needs assessment which documents student supply, plan for equipment, facilities, and instruction, program support, and other pertinent data. The Office of Career and Technical Education shall give minimal priority to these approvals.
5. Administrative support approval for one (1) required career center director per center shall be made on agreed request. Additional career center director approvals shall require current needs assessment which documents an excessive demand for administrative services that cannot be reasonably expected to be performed by one (1) administrator. Non career center director approvals shall require current needs assessment which documents an excessive demand for administrative services that cannot be reasonably expected to be performed by one (1) administrator. The Office of Career and Technical

Education shall give minimal priority to additional administrative positions and non-vocational career center position approvals.

6. Guidance support approval for one (1) required career center counselor shall be made on agreed request. Additional career counselor approvals shall require a current needs assessment which documents an excessive demand for guidance services that cannot be reasonably expected to be performed by one (1) counselor. The Office of Career and Technical Education shall give minimal priority to additional counselor position approvals.
7. Career and Technical Education Programs not listed in the preceding categories will be approved and implemented based on the process/criteria established for that program/initiative as approved by the State Board of Education.

Source: *Miss Code Ann. 37-31-103. (Revised 11/2011)*

*Rule 84.13 Non-State Plan Programs for Career and Technical Education.* Non-State Plan funded programs, not under the Federal Career and Technical Education State Plan, are to be governed by policies, rules and regulations for Career and Technical Education except in instances where special funded programs have been excluded or not allowed by funding regulations. Employment and training funds and/or other non-plan funds are not included in the state career and technical plan.

Source: *Miss Code Ann. §37-31-13(1) (Revised 11/2011)*

*Rule 84.14 Career Program Standards.* The State Board of Education shall set and publish minimum program standards and outcome Indicators of Performance for each major program category. The Office of Career and Technical Education shall monitor the career programs based on the set Performance Indicators.

Non-State Plan funded programs administered through the Office of Career and Technical Education are to be monitored and evaluated according to requirements of the funding regulations.

Source: *Public Law 105-332, Sec. 113 (Revised 11/2011)*

*Rule 84.15 Public Hearings – Career and Technical Education.* The State Board Education, during the years in which it formulates a state plan for career and technical education, shall conduct a series of public hearings, after giving sufficient public notice throughout all regions of the state. Sufficient public notice shall consist of the following:

1. Legal notices shall be published beginning at least 30 days prior to the public hearings in the major newspapers serving the area of the state in which the hearing is to be held, and shall be run three times.

2. Organizations or individuals having an interest in career and technical education shall, upon their request, be notified as to the dates and times of the public hearings.
3. Announcements of public hearings on career and technical education shall be sent to major television and radio stations serving the area in which the hearings are to be held. These hearings shall be held in order to permit all segments of the population to give their views on the goals which should be adopted in the state plan, including the courses to be offered and allocations of responsibility for these courses among the various institutions of the state. Also, these public hearings shall give all segments of the population an opportunity to give input to allocations of local, state and federal sources to meet the goals as set forth in the state plan. The views of the public expressed at the hearings shall be included in the final state plan, with a description of how such views are not reflected then the documents shall set out reasons for rejecting them.

Source: *Public Law 105-332, Sec. 122(a),(1),(2),(3) (Revised 10/2011)*

*Rule 84.16 State Plan for Career and Technical Education.* The State Board of Education shall develop, in consultation with the Advisory Council or Planning Committee, a state plan for career and technical education which provides for an assessment of current and projected needs for career and technical education, program budgets reflecting annual and long-range fiscal requirements, career education staff development activities, and regulations and procedures for the administration of career and technical education.

Before approving the state plan, the State Board shall conduct public hearings which have been preceded by proper public notification. The State Board shall, when necessary, amend the State Plan in consultation with the Advisory Council or Planning Committee.

Source: *Public Law 105-332, Sec. 122(a)(3), Sec. 122 (b)(1)(2) (Revised 10/2011)*

*Rule 84.17 Statistical Data.* The State Board of Education shall require the local school districts to collect and maintain a data base on student and financial information and to submit enrollment, follow-up and other pertinent data on reimbursed programs and activities. This data may include, but not be limited to, the following types of data:

1. student data (including information concerning race, sex, and disability)
2. programs
3. program completers and leavers
4. placement and follow-up
5. staff
6. facilities
7. expenditures
8. performance indicators

The Office of Career and Technical Education shall modify the data system and collection items with prior notice to the local educational agencies when necessary to meet federal, state, and/or management needs.

Source: *Public Law 105-332, Title I Part A, Sec. 113(a), Sec. 113(c), Sec.114(b)(2), Sec. 112(a)(3)(C), Sec. 122(c)(b) (Revised 10/2011)*