



Mississippi Department of Education

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Office of Career Education and Workforce Development

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TO: District Superintendents and Secondary Vocational Directors/Contact Persons

FROM: Jean Massey, Associate State Superintendent
JAM
Office of Career and Technical Education

DATE: September 19, 2011

RE: **Removal and/or Revision of State Board Policies**

The State Board of Education, on September 16, 2011 gave final approval to the Office of Career and Technical Education to remove/revise the following State Board Policies:

- 1) To remove State Board Policies 8101, 8404, and 8703
- 2) To revise State Board Policies 8102, 8103, 8104, 8203, 8206, 8208, 8209, 8210, 8211, 8212, 8216, 8217, 8218, 8304, 3700, 3701, 9100, 9203, 9204, 9300, 9400

A copy of the policy revisions/deletions can be viewed from the following site:

<http://www.mde.k12.ms.us/vocational/OVTE/>

If additional information is needed, please contact Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education at 601-359-3465.

JM:cjp

MEMORANDUM #11.086

"Quality Education for Every Child"

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

DESCRIPTOR TERM: Career and Technical Education Ongoing Program Parameters	CODE: 8102
ADOPTION DATE: January 19, 1990	REVISION: May 18, 2001

STATE BOARD POLICY

Career and Technical Education Ongoing Program Parameters

The State Board of Education shall require the local educational agencies to follow established vocational program priorities in their vocational and technical program offerings to promote a uniform delivery system.

- A. Skill programs at the secondary level shall be:
 1. Limited to 10th, 11th, and 12th grade students;
 2. Conducted for two (2) or three (3) consecutive class periods per school day;
 3. For a duration of two (2) years, or the equivalent number of Carnegie units;
 4. Eligible for vocational facility housing.
- B. Skill Programs at the postsecondary level shall be:
 1. Limited to post-high school students or students 18 years of age or older;
 2. Conducted for five (5) or more hours per school day;
 3. For a duration sufficient to impart the skill level necessary for the occupation trained;
 4. Eligible for vocational facility housing.
- C. Cooperative Education training programs at the secondary level shall be:
 1. Limited to 11th and 12th grade students;
 2. Depending on scheduling, training programs will be conducted for one (1) or two (2) class periods per school day plus a minimum of fifteen (15) hours per week of cooperative job training;
 3. For a duration of two (2) years;
 4. Eligible for vocational facility housing;
 5. Conducted under a work-site of training plan, signed by the student, education agency, and training employer.
- D. Technical programs at the postsecondary levels shall be:
 1. Limited to postsecondary level with high school graduation or GED required; plus other requirements if applicable;
 2. Conducted on a semester hour basis;
 3. For a duration of semester hours sufficient to impart the technical level training required for the technical occupation;
 4. Eligible for vocational facility and academic facility housing.
- E. Basic skills programs at the secondary level shall be:
 1. Limited to 9th and 10th grade students;
 2. Conducted for one (1) class period per school day;
 3. For a duration of one (1) year;
 4. Eligible for vocational facility housing on space availability (in addition to the five [5] or more occupational areas).
- F. Enrichment programs at the secondary level shall be:
 1. Limited to 7th, 8th, 9th, and some 10th grade students when skill training is not available;
 2. Conducted for one (1) class period per school day;
 3. For a duration of one-half to one (1) year at each level;
 4. Eligible for vocational facility housing on space availability [in addition to the five (5) or more occupational areas].
- G. Supervised Occupational Experienced programs for Occupational Home Economics and Agriculture at the secondary level may be substituted for one (1) period of two (2) period requirements and shall be:
 1. Three hundred and fifty (350) hours or more in an instructional related work experience program that is supervised by the instructor;

2. Either ownership or job placement and conducted under training agreement signed by the student, instructor, employer/parent, and administrator;
3. Documented in the SOEP Record Book with the year-end summary of the class to be filed with the appropriate state supervisor on prescribed form by June 30 of current year.

H. Discovery Programs at the secondary level shall be:

1. Career Discovery

- a. Limited to 7th grade students
- b. Conducted for one (1) class period per day
- c. For a Duration of one (1) year
- d. Eligible for vocational facility housing on space availability [in addition to the five (5) or more occupational areas]

2. Computer Discovery

- a. Limited to 8th grade students
- b. Conducted for one (1) class period per day
- c. For a duration of one (1) year
- d. Eligible for vocational facility housing on space availability [in addition to the five (5) or more occupational areas]

3. Technology Discovery

- a. Limited to 9th grade students
- b. Conducted for one (1) class period per day
- c. For a duration of one (1) year
- d. Eligible for vocational facility housing on space availability (in addition to the five (5) or more occupational areas)

I. 1. Work-Based Learning at the postsecondary level shall be:

- a. Limited to students enrolled in an occupational skill program on a part-time or full-time basis;
- b. Conducted for three (3) semesters and minimum of fifteen (15) hours per week of work-site experience;
- c. Eligible for vocational facility housing and equipment;
- d. Conducted under an Educational Training Agreement signed by the student, school representative, occupational instructor, employer, and state coordinator for Work-Based Learning.
- e. Work site experience must be directly related to the student's in-school occupational skill program.

Legal Reference: MS Code 37-31-103.

DESCRIPTOR TERM: Program Definitions for Career and Technical Education	CODE: 8104
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

Program Definitions for Career and Technical Education

The State Board of Education has adopted the following program definitions for the Office of Career and Technical Education.

- A. **Skill** - Programs that provide occupationally specific or entrepreneurial training for a skill-level occupation.
- B. **Technical** - Programs which provide specific technical training for occupations generally classified as technical and paraprofessional.
- C. **Business and Industry Specific** - Programs which provide training packages tailored to meet the needs of (1) small business, (2) new and expanding business and industry, (3) multiple business and industry, and (4) retraining for new product lines.
- D. **Adult Career and Technical Education** - Programs and courses which train and prepare adults for all aspects of an occupation, in which job openings are projected or available.
- E. **Basic Vocational** - Programs which provide a "common core" of basic skills for entrance into all vocational skill programs or entry into semi- skilled occupations.
- H. **Discovery** - Programs that provide Career Orientation/Knowledge, Computer Skills/Knowledge, Technology Skills/Knowledge in the clusters of Agriculture/Natural Resources, Health/Human Sources Technology, Business/Marketing Technology, and Engineering/Industrial Technology, Arts and Humanities.

Legal Reference: Public Law 105-332, Sec. 2(3), (26), (29)(A), Sec. 114(a), Sec. 122(c)(1)(A).

DESCRIPTOR TERM: Articulation of Career and Technical Education Programs	CODE: 8203
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

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.

Legal Reference: MS Code 37-31-205; Public Law 105-332, Sec. 122 <20USC 2342> State Plan (c)(1)(A).

DESCRIPTOR TERM: Closures of Career and Technical Ongoing Programs	CODE: 8206
ADOPTION DATE: January 19, 1990	REVISION: May 18, 2001

STATE BOARD POLICY

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:

A. 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.

B. 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.

C. 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.

Legal Reference: MS Code 37-31-207.

DESCRIPTOR TERM: Designation of Agents for the Delivery of Career and Technical Education Services	CODE: 8208
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

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.

Legal Reference: MS Code 37-31-103, 37-31-205(1).

DESCRIPTOR TERM: Evaluation & Improvement of Career and Technical Education Programs	CODE: 8209
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

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.

Legal Reference: Public Law 105-332, Sec. 123(b), Sec. 135(b)(5).

DESCRIPTOR TERM: Career and Technical Education Live Work Projects	CODE: 8210
ADOPTION DATE: June 25, 1985	REVISION: June 19, 1998

STATE BOARD POLICY

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.

DESCRIPTOR TERM: Local Advisory Councils Crafts Committee	CODE: 8211
ADOPTION DATE: June 25, 1985	REVISION:

STATE BOARD POLICY

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 members representative of the program service area.

DESCRIPTOR TERM: Local Plan for Career and Technical Education	CODE: 8212
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

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.

Legal Reference: Public Law 105-332, Sec. 134 <Note: 20USC 2354>

DESCRIPTOR TERM: Public Hearings - Career and Technical Education	CODE: 8216
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

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.

Legal Reference: Public Law 105-332, Sec. 122(a),(1),(2),(3)

DESCRIPTOR TERM: State Plan for Career and Technical Education	CODE: 8217
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

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.

<http://www.mde.k12.ms.us/vocational/OVTE/documents/PerkinsIVStatePlan08-13.pdf>

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.

LEGAL REFERENCE: Public Law 105-332, Sec. 122(a)(3), Sec. 122 (b)(1)(2)

DESCRIPTOR TERM: Statistical Data	CODE: 8218
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

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:

- a. student data (including information concerning race, sex, and disability)
- b. programs
- c. program completers and leavers
- d. placement and follow-up
- e. staff
- f. facilities
- g. expenditures
- h. 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.

Legal Reference: 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)

DESCRIPTOR TERM: Development of Curriculum Materials and Research Activities	CODE: 8700
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

Development of Curriculum Materials and Research Activities

The Office of Career and Technical Education shall be responsible for approving and monitoring the use of research activities and curriculum materials that impact on reimbursed programs and activities of career and technical education throughout the state. The development and dissemination of research products and curriculum materials for use in the reimbursed programs and activities in career and technical education throughout the state shall be accomplished through a joint agreement between the Office of Career and Technical Education and the Research and Curriculum Unit for Career and Technical Education at Mississippi State University. Priorities shall be determined through state-wide needs assessments and those identified by the Office of Career and Technical Education.

Technical committees shall be established by the Associate Superintendent for the Office of Career and Technical Education for advising the development and implementation of state curriculum framework for use in reimbursed programs. The Associate Superintendent shall approve the technical committees. All technical committees' appointees' terms of service shall expire on June 30 of each fiscal year. The Associate Superintendent may reappoint committees or members at its discretion. Legal Reference: MS Code 37-31-103

DESCRIPTOR TERM: Career and Technical Education Curriculum Guides	CODE: 8701
ADOPTION DATE: January 16, 1999	REVISION: March 2009

STATE BOARD POLICY

Career and Technical Education Curriculum Guides

The Mississippi Department of Education will provide curriculum frameworks to set forth expectations of students by specifying course titles and content. A schedule for revision of the frameworks will be established. As subject areas are revised and approved by the State Board of Education, the modifications will be disseminated to the appropriate individuals in the educational community. For an up-to-date copy of each framework go to <https://cia.rcu.msstate.edu/curriculum/download.asp>. A schedule for revision shall be kept on file in the Mississippi Department of Education.

DESCRIPTOR TERM: Career-Technical Education Professional Development	CODE: 9100
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

Career-Technical Education Professional Development

Career and Technical personnel shall be encouraged to improve their occupational and teaching competencies. The Office of Career and Technical Education shall implement procedures for improving qualifications for personnel through:

- A. Long-term or special (short-term) arrangement with institutions of higher learning for graduate courses, both technical and professional, and non-credit workshops for teacher improvement;
- B. Workshops, conferences, individual visits and other means by members of the Office of Career and Technical Education staff;
- C. Exchange of teaching personnel with industries, etc.; and
- D. Organized and planned tours and visits to various businesses, industries, etc., and by solicitation of the services of occupational people to serve on committees for teacher improvement.

DESCRIPTOR TERM: Local Reimbursable Expense Items - Travel	CODE: 9203
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

Local Reimbursable Expense Items - Travel

The Office of Career and Technical Education shall reimburse local public secondary and community/junior college school districts and certain state institutions for specific approved travel expenses necessary for the provisions of career and technical education.

A. Local Travel

1. Vocational Project Funds & 85% Funds

Travel reimbursement for career-technical education (CTE) personnel funded by CTE project funds may be reimbursed for local travel not to exceed the state set mileage rate, provided this expense is approved in the project.

2. Other Special Funds

Special project personnel approved and funded by funds administered by the Office of Career and Technical Education may be reimbursed for official travel from the special funds not to exceed the state's maximum rates and the project approved amount.

B. Conference Travel

1. CTE Funds

Conference travel/subsistence expenses may be reimbursed by the Office of Career and Technical Education directly to the approved local CTE personnel or the local education agency and to others who render a service to CTE education by serving on committees, councils, etc. All expenses shall be approved and authorized in advance by the CTE Office.

Expenses approved for reimbursement may be limited to less than Mississippi Code of 1972 Annotated 25-3-41, but cannot be for more than allowed under this code.

2. Adult/Other Special Funds

Conference travel for special training workshops, etc., may be written into the individual projects for CTE funds. Prior written approval is to be requested for out-of-state travel. Approval or disapproval will be given by the CTE Office.

DESCRIPTOR TERM: Maintenance of Local Effort	CODE: 9204
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001

STATE BOARD POLICY

Maintenance of Local Effort

The State Board of Education shall not allow any payment to be made to any local educational agency unless the State Board finds the following to exist:

A. In the case of a local educational agency, the combined fiscal effort per student, or the aggregate expenditures of that agency with respect to the provisions of career and technical education for the fiscal year preceding the fiscal year for which the determination is made, shall not be less than such combined fiscal effort per student or the aggregate expenditures for that purpose for the second preceding fiscal year.

B. The Maintenance of Effort for secondary school programs will be collected through the Annual Financial Report submitted to the Mississippi Department of Education. The Office shall notify the local educational agency of its approval or of any noted discrepancies. If any noted discrepancies are not alleviated, funds shall be withheld on the basis of failure to provide/prove maintenance of effort.

C. Postsecondary institutions shall file a Maintenance of Effort of Expenditure Form with the Office of Career and Technical education on or before November 15 of each year. The Office shall notify the local educational agency of its approval or of any noted discrepancies. If any noted discrepancies are alleviated, funds shall be withheld on the basis of failure to provide/prove maintenance of effort.

D. Programs funded with non-plan funds are not required to file a Maintenance of Effort Expenditure form with the Office of Career and Technical Education.

Legal Reference: Public Law 101-392, Section 502

DESCRIPTOR TERM: CTE Collaborative Efforts	CODE: 9300
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001

STATE BOARD POLICY

CTE Collaborative Efforts

The State Board of Education shall approve all career and technical education programs in the public school system and community/junior colleges or other agencies or institutions which receive state and federal funds for career and technical education programs as prescribed by the Mississippi Code of 1972, Annotated, Section 37-31-205.

The State Board of Education will accept written requests for the use of vocational resources for vocational programs not to be operated through the Office of Career and Technical Education from local school boards which receive state and federal funds under the authority of the State Board of Education.

The State Board of Education will approve or disapprove these written requests and any associated utilization costs of resources and other necessary items pertaining to the utilization of these resources.

Legal Reference: MS Code 37-31-205

DESCRIPTOR TERM: Career and Technical Education Student Organizations	CODE: 9400
ADOPTION DATE: November 20, 1987	REVISION: May 18, 2001

STATE BOARD POLICY

Career and Technical Education Student Organizations

All students enrolled in career programs operated by postsecondary and secondary institutions shall have the opportunity to become members and participate in student organizational activities related to their instructional programs. Student organizations shall be conducted as an integral part of the program offering and shall extend the student activities in the area in which the program is providing training.

Legal Reference: Public Law 105-332, Sec. 3(29)(30)