



**Mississippi Department of Education**

Tom Burnham, Ed.D., State Superintendent of Education

Lynn J. House, Ph.D., Deputy State Superintendent • Instructional Enhancement and Internal Operations

**Office of Career Education and Workforce Development**

Jean Massey • Associate State Superintendent • 601-359-3465 • FAX: 601-359-6619

**TO:** District Superintendents and Secondary Vocational Directors/Contact Persons

**FROM:** <sup>JM</sup> Jean Massey, Associate State Superintendent  
Office of Career and Technical Education

**DATE:** October 21, 2011

**RE:** **Revision of State Board Policies**

The State Board of Education, on October 21, 2011, approved the Office of Career and Technical Education to begin the Administrative Procedures Act Process for the following items:

To revise State Board Policies 8205-9201, 8201, 8204, 8207, 8213, 8302, 8401, 8402, 8403, 8500, 8801, 9000, 9202, 9205

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

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

Written comments must be received by **5:00 p.m. on Tuesday, November 15, 2011** and should be addressed to: **Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education, P.O. Box 771, Jackson MS 39205-0771.**

JM:cjp

**MEMORANDUM #11.096**

*"Quality Education for Every Child"*

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

DESCRIPTOR TERM:  <b>New Program Approval for Career and Technical Education Ongoing Programs</b>	CODE:  <b>8213</b>
ADOPTION DATE:  <b>June 25, 1985</b>	REVISION:  <b>November 18, 2011</b>

**STATE BOARD POLICY**

**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:

A. 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.

B. 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.

C. 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 (7<sup>th</sup> 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 (8<sup>th</sup> 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 (9<sup>th</sup> grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. ICT 1, ICT II, Technology Foundations, and STEM are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.

D. 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.

E. 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.

F. 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.

G. 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.

Legal Reference: MS Code 37-31-103.

DESCRIPTOR TERM:  <b>New Program Approval for <u>Career and Technical Education</u> Ongoing Programs</b>	CODE:  <b>8213</b>
ADOPTION DATE:  <b>June 25, 1985</b>	REVISION:  <del>May 18, 2001-</del> <u>November 18, 2011</u>

**STATE BOARD POLICY**

**New Program Approval for Vocational 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 Vocational **Career** and Technical Education shall establish written procedures for approving new programs. The Office of Vocational **Career** and Technical Education shall receive documented requests from the local educational agencies and make program approval determinations based on these criteria:

A. 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 Vocational **Career** and Technical Education shall give high priority to these approvals.

B. 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 Vocational **Career** and Technical Education shall give high priority to these approvals.

C. ~~Discovery programs are designed for students in grades seven through nine and are as follows:~~  
~~Career Discovery~~ **Career and Computer Discovery programs will be discontinued at th end of the 2011-2012school year. Career Discovery will be replaced by Information and Communication Technolog (ICT) I. ICT I** (7<sup>th</sup> grade) introduces students to career opportunities and the skills needed for various career paths. Computer Discovery **will be replaced by Technology Foundations and Informatino and Communication Technology (ICT) II. Technology**

**Foundations and ICT II**(8<sup>th</sup> 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**(9<sup>th</sup> grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. **ICT 1, ICT II, Technology Foundations, and STEM are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.**

D. 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 Vocational **Career** and Technical Education shall give minimal priority to these approvals.

E. Administrative support approval for one (1) required vocational **career center director** per center shall be made on agreed request. Additional vocational **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 vocational 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 Vocational **Career** and Technical Education shall give minimal priority to additional administrative positions **and non vocational career center position** approvals.

F. Guidance support approval for one (1) required vocational **career center counselor** shall be made on agreed request. Additional vocational **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 Vocational **Career** and Technical Education shall give minimal priority to additional counselor position approvals.

~~**G. Work-Based Learning coordinator approvals for one (1) desired coordinator for each community/junior college district shall be made upon agreed request. Additional work-based learning coordinator approvals shall require a current needs assessment which documents an excessive demand for work-base services that cannot be reasonably expected to be performed by one coordinator.**~~

~~**H-G.** Vocational **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.~~

Legal Reference: MS Code 37-31-103.