

R 2421 VOCATIONAL-TECHNICAL EDUCATION

Regulation Required for Vocational and Non-Vocational School Districts that Established Vocational-Technical Education Programs

A. Vocational-Technical Instruction

Vocational-technical education instruction has been designed to prepare pupils for life skills and paid employment as skilled workers, technicians or paraprofessionals in recognized occupations and in new or emerging occupations; to prepare pupils for enrollment in advanced or highly skilled vocational-technical education programs; and to assist pupils in making informed and meaningful occupational choices; or to achieve any combination of the above objectives.

Vocational-Technical Education for Paid Employment and Life Skills

Vocational-technical education for paid employment or life skills includes:

1. Instruction related to paid employment in the career or careers for which the pupils are being trained;
2. Classroom related academic and technical instruction, field, shop, laboratory instruction, structured learning experience, apprenticeship or other occupational experiences;
3. Instruction provided for employment or instruction designed to upgrade or update workers in occupational skills and knowledge in order to enhance stability or upward mobility in employment;
4. Remedial or other instruction designed to correct educational deficiencies or accommodate disabilities which prevent secondary school pupils from benefiting from instruction designed to teach technical competencies in occupations; and
5. Instruction in life-skills that will help pupils achieve personal and professional goals and help pupils become productive citizens in their communities.

B. Content Standards For Vocational Instruction

The content of vocational-technical instruction shall be developed and conducted in accordance with the following standards to assure soundness and quality:

1. The program of instruction shall reflect contemporary industry-endorsed skill standards and knowledge required to master the occupational competencies;
2. The program of instruction shall be developed and conducted in consultation with employers and other individuals or groups of individuals (such as local advisory committees) having skills in and substantive knowledge of the occupations or the occupational programs included in the instruction;
3. The program of instruction shall be sufficiently extensive in duration and intensive within a scheduled unit of time to enable the pupil to master the occupational competencies;
4. The program of instruction shall combine and coordinate classroom instruction with field, shop, laboratory, structured learning experience, apprenticeship, or other experiences that are appropriate to the competencies of the career clusters; and
5. The program of instruction shall be supervised, directed, or coordinated by persons meeting teacher preparation and licensing requirements of N.J.A.C. 6A:9 - Professional Licensure and Standards when the program is offered at the secondary level.

C. Vocational Pupil Organizations

The program of instruction may include activities of vocational pupil organizations, pursuant to N.J.A.C. 6A:19-6.10, which are an integral part of the vocational-technical instruction offered.

D. Employment Placement Standards

The Commissioner of Education shall establish and notify the district of annual minimum employment placement standards for pupils enrolled in vocational-technical education programs and the districts shall be responsible for meeting minimum job placement standards for vocational-technical pupils.

The district shall report employment placement rates of vocational-technical education pupils to the Department of Education on forms provided by the Department of Education.

Vocational-technical pupils in the following categories will be considered for employment placements:

1. Vocational-technical pupils who have been placed full-time in the occupation or related field in which they were trained;
2. Vocational-technical pupils who have passed occupational competency tests for entry level employment skills and have entered the military service;
3. Vocational-technical pupils entering full-time postsecondary education in the program area or related field in which they were trained;
4. Special needs pupils who have met alternative assessments for occupational competencies or individualized education program (IEP) assessments established by the district;
5. Vocational-technical pupils who are employed a minimum of twenty hours per week in the occupation or related field in which they were trained and who are enrolled in postsecondary education for a minimum of twelve credit hours per academic year in the program area or related field in which they were trained; and
6. Vocational-technical pupils who are employed part-time an average of twenty hours per week or more in the occupation or related field in which they were trained.

Vocational-technical pupils not considered for placements include:

1. Vocational-technical pupils who are unemployed;
2. Vocational-technical pupils who work fewer than twenty hours per week; and
3. Vocational-technical pupils who are employed in an occupation or field not related to their training.

All other pupils shall not be included in calculations for job placements.

If the district reports placement rates below the established employment placement standards for two consecutive years, the district shall be required to submit a two-year program improvement plan to overcome program deficiencies.

1. Occupational competency assessment data shall be included in the development of the program improvement plan.

2. The program improvement plan shall be submitted within ninety days following written notification by the Commissioner, or his or her designee, that such a plan is required.
3. Prior to the submission of the program improvement plan to the Commissioner, the plan shall be approved by the Board and submitted to the County Superintendent for review and approval.
4. The County Superintendent shall periodically review the progress of the district in meeting the objectives and in implementing the program improvement plan.
5. The district shall have two years following approval of the plan by the Commissioner to complete remediation and to overcome program deficiencies.
6. In preparing the program improvement plan, the district shall review its programs based upon factors including, but not limited to, vocational-technical pupil mastery of occupational competencies, inappropriate or inadequate training, pupil recruitment, placement deficiencies, market sensitivity, and program cost effectiveness. Other indicators which might influence job placement include, but are not limited to, inadequate pay scales, economic trends and fluctuations in transportation difficulties, and existing and unanticipated local or regional occupational supply and demand.

If the district fails to implement the program improvement plan or fails to overcome program deficiencies for meeting minimum employment placement standards within two years of approval of the plan by the Commissioner of Education, the County Superintendent, in consultation with the Director of the Office of School-to-Career and College Initiatives, may recommend that the Commissioner issue an order requiring the district to show cause as to why the program should not be discontinued.

E. Local Applications For Funds

The district may participate in grant programs pursuant to N.J.A.C. 6A:8-2.2 by applying for such funds to the New Jersey Department of Education on forms provided by the Department of Education.

F. Vocational-Technical Education Program and Course Approval

The standards contained in N.J.A.C. 6A:8-2 - The Core Curriculum Content Standards are adopted by the New Jersey Department of Education as program approval standards for vocational-technical education programs and courses.

G. Safety and Health Program/Reporting Accidents

The district shall organize, adopt and implement a vocational-technical education safety and health program in accordance with N.J.A.C. 6A:19-10.2 et seq. A copy of the program, indicating the district's adoption and approval of such program, shall be retained on file and made available, upon request, to the Department of Education. The Marketing Education Teacher Coordinator is designated to implement the approved safety and health program.

1. The safety and health program shall contain, as a minimum, the following:
 - a. Objectives of the safety and health program;
 - b. A safety and health hazard analysis for each vocational course and/or program in operation;
 - c. A statement of the general policies for the safe and healthy operation of all vocational courses;
 - d. Specific statements of practices and precautions required for safe and healthy operation within each separate course;
 - e. A plan and procedures for periodic inspections and maintenance of facilities, tools, machines, equipment, personal protective devices, hazardous substances, and for the elimination of potential or identified hazards;
 - f. Emergency procedures to be followed in the event of an accident involving a pupil, teacher, or any other individual;
 - g. Methods to be used for each vocational course to provide safety and health education to pupils including methods for incorporating the results of the hazard analysis;
 - h. Procedures and methods to be used to document and assess pupils' knowledge of practices and procedures;
 - i. A system, which may include disciplinary action, to ensure that pupils comply with safe and healthy practices; and

- j. Procedures to ensure that all new vocational-technical education staff and pupils receive appropriate initial safety and health program training prior to working or participating in any vocational course or program.

Accidents involving vocational-technical education pupils, staff, or others shall be reported to the Commissioner of Education on the accident reporting form supplied by the Department of Education within five working days of the occurrence. A reportable accident is any accident which requires treatment by a licensed medical doctor that occurs in a vocational-technical education program, either on the school premises or at an approved off-premises training site including a cooperative work training site and travel to and from that off-premises training site.

H. Securing Machines and Equipment

All mechanical and electrical equipment used in vocational-technical education courses shall have guards or other protective devices that meet the Department of Education safety standards.

All machines shall be so constructed, installed, and maintained as to be free from excessive vibration. Arbors and mandrels shall be so constructed, installed, and maintained as to have firm and secure bearing and be free from play. Machines and equipment requiring the presence of an operator shall not be left unattended while in operation or still in motion. An electrical power control shall be provided on each machine to make it possible for the operator to cut off the power without leaving the operating position.

A magnetic-type switch shall be provided on all nonportable motorized equipment and machinery to prevent machines from automatically restarting upon restoration of power after an electrical failure or electric cutoff. Power controls and operating controls shall be located within easy reach of the operator while the operator is at the regular work location, thereby making it unnecessary to reach over the point of operation to make adjustments.

Each machine operated by electrical power shall be provided with positive means for rendering it inoperative while repairs or tool changes are being made.

Push-type emergency cutout switches shall be provided at appropriate locations within shops to de-energize the electrical supply to nonportable machinery in accordance with N.J.A.C. 6A:26-6.3(f). Power tools and machines in shops which generate dust shall be provided with dust collecting equipment in accordance with N.J.A.C. 6A:26-6.3(a)5.

I. Storage of Flammable and Combustible Materials

Flammable and combustible liquids shall be stored in accordance with N.J.A.C. 6A:19-10.5 et seq.

J. Use and Disposal of Hazardous Substances

Hazardous substances shall be stored, handled, and used in accordance with the requirements of N.J.A.C. 6A:19-10.6 et seq.

K. Foundry Operations

Individuals engaged in the melting of metal to be cast or the pouring of molten metals shall be protected by wearing protective clothing as required in N.J.A.C. 6A:19-10.7(a). Crucible shanks used for pouring molten metal from the crucible shall be equipped with a safety lock designed to prevent the crucible from dropping or slipping out of the shank while the molten metal is being poured or transported.

L. Protection of School Staff

Individuals using hand and power tools who are exposed to hazards of falling, flying, abrasive, and splashing materials or harmful dusts, fumes, mists, vapors, or gases will be provided with the particular personal protective equipment necessary to protect them from potential hazards.

M. Miscellaneous

1. The proceeds from the sale or resale of any articles, materials, or services produced in the various classes and shops maintained under a vocational program in the district shall be accounted for and credited to the vocational account of that district.
2. Separate accounts of all local, State and Federal funds used for vocational-technical education shall be maintained.
3. School districts operating shared-time and full-time vocational-technical education classes shall maintain an approved medical inspection service for applicants for admission to such schools and classes.
4. The medical inspector shall report immediately to the Principal of any school in the district regarding any pupil whose physical condition may impair the pupil's safety or health while enrolled in vocational-technical education, or which may prevent the pupil from obtaining regular employment.