

Policy

CAREER EDUCATION

Career Awareness

The Plainfield Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work belong in the curriculum from the beginning grades. Therefore, in fulfillment of the Core Curriculum Content Standards, the Board shall develop and implement a comprehensive guidance and counseling system that facilitates career awareness and exploration for all students. The Board shall ensure that educational programs shall continuously expose pupils to the nature of the wide variety of careers available and shall include structured learning experiences as rigorous activities, integrated into the curriculum and linked to the Core Curriculum Content Standards. The cross-content workplace readiness standards shall be infused into the curriculum throughout the grades in age appropriate activities. The standards are:

- A. All students will develop career planning and workplace readiness skills.
- B. All students will use technology, information and other tools.
- C. All students will use critical thinking, decision-making and problem solving skills.
- D. All students will demonstrate self-management skills.
- E. All students will apply safety principles.

When any hands-on experience requires use of power tools, etc., all eye protection and other appropriate safety regulations shall be observed.

Career Education and Counseling

The Board shall develop and implement a comprehensive guidance and academic counseling program for all students to facilitate career awareness, exploration, and preparation. This program shall:

- A. Be linked to the Core Curriculum Contents Standards;
- B. Be infused throughout the K-12 curriculum;
- C. Be supported by professional development programs;
- D. Take into consideration the academic, career and personal/social development of the student; and
- E. Ensure that students with disabilities (age 14 or younger), if determined appropriate by IEP, have career and academic counseling coordinated with transitional services in accordance with N.J.A.C. 6A:14-3.7.

The Board shall develop and implement curriculum and instructional methods that:

- A. Are integrated with technological literacy;
- B. Provide all students with an understanding of the career application of knowledge and skills learned in the classroom; and
- C. Provide all students with the opportunity to apply knowledge and skills learned in the classroom to real or simulated career challenges.

CAREER EDUCATION (continued)Career Exploration

The Board shall develop and implement for all students a program of career development activities that:

- A. Offers students the opportunity to explore career interests within, but not limited to, arts and humanities; business and information systems; mathematics, science and technology; and health and human services;
- B. Addresses district resources, community needs and student interest;
- C. Allows the Board to select an appropriate delivery format that may include an integrated curriculum based on the Core Curriculum Content Standards or specialized programs that reflect the needs of students and the community; and
- D. Instills the concept of the need for continuous learning throughout one's life.

The Board shall offer all high school students the opportunity to explore career interests by participation in structured learning experiences that are linked to the Core Curriculum Content Standards. The structured learning experiences shall:

- A. Have identifiable educational goals which support the CCCS particularly in the areas of career education; consumer, family and life skills; and technological literacy;
- B. Provide that students are supervised by school personnel in accordance with the requirements identified in the Professional Licensure and Standards rules at N.J.A.C. 6A:9-13.19 through 13.22.
- C. Be conducted at sites registered with the Department of Education via the work Registration System.

Vocational-Technical Education Programs

For purposes of this policy, "vocational-technical education" means an organized educational program that offers a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors. It includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of individuals. To ensure that all students have access to vocational-technical instruction the Board shall:

- A. Vocational-technical courses of study as part of the regular curriculum of the school;
- B. The enrollment of pupils in a program of vocational-technical education outside this district, provided that such program is not offered in this district and provided that such enrollment has been approved by the Board and parent/guardian of the pupil;
- C. A work-study program for the employment of qualified pupils in public agencies and institutions;
- D. A cooperative vocational-technical education program to offer pupils experience in private employment.

Vocational-Technical Instruction

Vocational-technical instruction shall be designed to prepare individuals:

- A. For life skills and paid employment as skilled workers or technicians or paraprofessionals in recognized occupations and in new or emerging occupation;
- B. For enrollment in advanced or highly skilled vocational-technical education programs;
- C. For making informed and meaningful occupational choices; and
- D. To achieve and combination of the above objectives.

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In order to maintain these programs the Board shall approve the content and organization of all vocational/technical courses of study, approve the transfer of pupils to out-of-district vocational-technical education programs, establish the number of credits to be awarded toward graduation for vocational-technical education courses of study and for cooperative education programs, and shall adopt the safety regulations required by law. The Chief School Administrator shall be responsible for developing procedures that shall ensure that:

- A. All approved courses of study are carried out;
- B. Pupils participating in part-time cooperative programs are not exploited, illegally employed, or employed under conditions which fail to safeguard their health and interests;
- C. The development of vocational-technical curricula is conjoined with a continuing assessment of the employment demands and resources of the community and the needs and interests of pupils;
- D. The operation of vocational-technical education is in compliance with rules of the State Board of Education regarding vocational-technical education, including development of an eye safety program and an overall vocational-technical education safety program;
- E. Admission to vocational-technical education programs is open to such regularly enrolled pupils as are qualified by their interest, motivation, potential for achieving occupational or other goals of the program, and those referred by appropriate staff members;
- F. Provide vocational-technical education for students with disabilities in accordance with the student's individual education plan and ensure the vocational-technical education of disadvantaged and disabled pupils is supplemented by suitable programs of remedial instruction;
- G. Work in coordination with the State Board of Education and in cooperation with local private agencies, organization and institutions having responsibility for the education of academically or economically limited students or students with disabilities to plan, develop, establish and administer vocational-technical education programs and services; and
- H. An advisory council from business and industry is formed and consulted as required by law;
- I. Employ and supervise teachers that are appropriately certified.
- J. Ensure soundness and quality of vocational-technical instruction by the application of the content standards required by law according to N.J.A.C. 6A:19-6.8.

The Chief School Administrator shall seek and use all available state, federal and private sources of revenue for the financial support of vocational-technical education in this district.

The Chief School Administrator will develop regulations by which the vocational-technical education program shall be annually evaluated. This evaluation shall consist of the following as defined in N.J.A.C. 6A:19-2.6:

- A. An analysis of the achievement of academic competencies of program concentrators and completers;
- B. An analysis of the achievement of technical competencies of program concentrators;
- C. An analysis of program completion;
- D. An analysis of gender equity and student participation in programs leading to nontraditional training and employment;
- E. An analysis of placement status of program completers; and
- F. A plan to improve each of the program elements if they fall below the specified program performance indicators.

All pupils participating in vocational-technical education programs supervised by this Board or in shared-time programs are considered to be regularly enrolled in the schools of this district, and subject to the

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policies and rules of this Board, including rules regarding attendance for those periods when they are not assigned to outside work projects or other classes.

Adopted: August 18, 2009

Key Words

Career Education, Vocational-technical Education

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:38-36	Employment certificates to part-time pupils
	<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases
	<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
	<u>N.J.S.A.</u> 18A:54E-1 through -5	Business and school partnerships
	<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
	<u>N.J.A.C.</u> 6A:8-2.2	Authority for the state plan for vocational education
	<u>N.J.A.C.</u> 6A:8-3.2	Career education and counseling
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:9-1.1 <u>et seq.</u>	Professional Licensure and Standards
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9-11.2, -13.19 through -13.22	
	<u>N.J.A.C.</u> 6A:19-1.1 <u>et seq.</u>	Vocational – Technical Education Programs and Standards
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:19-1.2, -2.6, -3.1, -5.1, -6.1, -6.7, -6.8, -10.2	
	<u>N.J.A.C.</u> 6A:23-3.3	Method of determining tuition rates for county vocational schools
	<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of Facilities
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:26-12.2, -12.5	
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
	<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Manual for the Evaluation of Local School Districts

New Jersey Cross-Content Workplace Readiness Curriculum Framework: A Road Map for Learning, NJDOE, <http://www.state.nj.us/njded/frameworks/ccwr/>, Appendix B

Possible

Cross References:	*3220/3230	State funds; federal funds
	*3516	Safety
	*5142	Pupil safety
	*5145.4	Equal educational opportunity
	*6010	Goals and objectives
	*6121	Nondiscrimination/affirmative action
	*6141	Curriculum design/development
	*6142.2	English as a second language; bilingual/bicultural

*Indicates policy is included in the Critical Policy Reference Manual.