
Rules of
Department of Elementary and
Secondary Education
Division 60—Vocational and Adult Education
Chapter 120—Vocational Education

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 60—Vocational and
Adult Education**

Chapter 120—Vocational Education

**5 CSR 60-120.010 State Plan for Vocational
Education**

PURPOSE: This rule incorporates the current state plan for vocational education. This plan constitutes the basis for the operation and administration of the state's federally assisted vocational education program established by the current vocational education legislation and subsequent amendments enacted by the United States Congress and regulations implementing Acts of Congress published by the Secretary of the United States Department of Education. The plan is submitted to, and with the approval of, the United States Department of Education. It serves as a guide for administering federally funded vocational education programs, services and activities for eligible subrecipients in Missouri.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of the material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) The State Department of Elementary and Secondary Education, in consultation with the teachers, eligible recipients, parents, students, interested community members, representatives of special populations, representatives of business and industry, representatives of labor organizations, and the governor, prepares the state plan. The plan identifies specific groups of individuals to be served and indicates the types of programs, services and activities which may be provided. It enumerates the goals and objectives which serves as a basis for the statewide effort to provide for the vocational education needs of the people of Missouri.

(2) The Missouri state plan for vocational education contains the administrative provisions for the delivery of the state's federally assisted vocational education program. The Missouri State Plan for Vocational Education State Fiscal Year 2000–2004 is hereby incorporated by reference and made a part of this rule.

(3) Rules pertaining to the State Board of Education which is responsible for the administration of the state plan, statements of assurance, methods of joint planning and coordination, procedures on local applications and procedures to establish and meet the state level of performance for the four (4) core indicators of performance are contained in the plan.

(4) Operational procedures concerning the allocation of funds for vocational programs are contained in the plan. These procedures deal with funding allocations and procedures for secondary, postsecondary and adult vocational education programs. Additional procedures pertaining to tech prep education and staff development activities are also included.

AUTHORITY: Public Law 105-332, section 178.430, RSMo 2000. Original rule filed Aug. 22, 1974, effective Sept. 2, 1974. Amended: Filed Oct. 10, 1974, effective Oct. 21, 1974. Amended: Filed Oct. 13, 1976, effective Nov. 15, 1976. Amended: Filed Nov. 28, 1977, effective Jan. 16, 1978. Amended: Filed Oct. 20, 1981, effective Dec. 15, 1981. Amended: Filed Oct. 16, 1982, effective Nov. 15, 1982. Amended: Filed Oct. 12, 1983, effective Nov. 15, 1983. Amended: Filed Dec. 7, 1984, effective Jan. 14, 1985. Amended: Filed Jan. 30, 1989, effective Feb. 24, 1989. Amended: Filed Aug. 17, 1990, effective Nov. 30, 1990. Amended: Filed Nov. 22, 1994, effective Feb. 26, 1995. Amended: Filed Oct. 29, 1999, effective Jan. 30, 2000. Amended: Filed Feb. 22, 2001, effective May 30, 2001.*

**Original authority: 178.430, RSMo 1963.*

Op. Atty. Gen. No. 96, Wheeler (6-15-55). House Bill No. 202, 68th General Assembly (section 178.430, RSMo (1969)), authorizes State Board of Education to formulate and execute plan of agreement in carrying out provisions of federal Social Security Act in making determination of disability under Title II thereof. The state board has authority to designate Vocational Rehabilitation Section to administer such plan.

**5 CSR 60-120.020 Implementation of
Vocational Educational Programs**

PURPOSE: This regulation, which is contained in the Handbook for Vocational Education in Missouri, establishes the guidelines for implementation and operation of vocational education programs for public education agencies.

Editor's Note: The secretary of state has determined that the publication of this rule in

its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) The handbook describes the general guidelines for administration of vocational education including: procedures for submitting applications, terminating programs, reimbursement, certification of teachers and in-service education, facilities, time requirements for programs and courses, evaluation, replacement of equipment, inventory procedures, guidance services and advisory committees.

(2) The handbook establishes the guidelines for the administration of specific vocational education program areas. It describes requirements for agricultural education, business and office education, cooperative industrial and distributive education, adult distributive education, home economics education, vocational industrial education, disadvantaged and handicapped programs and work-study programs.

(3) The handbook prescribes guidelines for area vocational schools, guidance services and the research coordinating unit.

(4) The handbook includes the report forms for the vocational education programs.

AUTHORITY: section 178.430, RSMo 1986. Original rule filed Aug. 26, 1974, effective Sept. 6, 1974. Amended: Filed Oct. 29, 1981, effective Feb. 15, 1982.*

**Original authority: 178.430, RSMo 1963.*

Op. Atty. Gen. No. 96, Wheeler, (6-15-55). House Bill No. 202, 68th General Assembly (see section 178.430, RSMo (1969)), authorizes State Board of Education to formulate and execute plan of agreement in carrying out provisions of federal Social Security Act in making determination of disability under Title II thereof. The state board has authority to designate Vocational Rehabilitation Section to administer such plan.

5 CSR 60-120.030 Administrative Requirements

(Rescinded July 27, 1989)

AUTHORITY: section 178.430, RSMo 1986. Original rule filed Dec. 24, 1975, effective



Jan. 3, 1976. Amended: Filed Dec. 8, 1977, effective March 13, 1978. Amended: Filed Oct. 29, 1981, effective Feb. 15, 1982. Rescinded: Filed March 30, 1989, effective July 27, 1989.

5 CSR 60-120.040 Guidelines for Vocational Education Research, Exemplary Programs and Curriculum
(Rescinded March 13, 1978)

AUTHORITY: section 178.430, RSMo 1969. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Rescinded: Filed Jan. 3, 1978, effective March 13, 1978.

5 CSR 60-120.050 Area Vocational School Service Regions

PURPOSE: This rule provides planning stability by establishing service regions and to provide procedures for altering these regions.

(1) The initial assignment of a sending school district to a specific area vocational school will be effective for the 1983-84 school year and shall continue until the assignment is changed by action of the State Board of Education.

(2) School districts whose students were enrolled in one (1) area vocational school during the 1983-84 school year shall be assigned to that area vocational school.

(3) School districts whose students were enrolled in more than one (1) area vocational school during the 1983-84 school year shall be assigned to the area vocational school in which the greater number of the district's students were enrolled during the 1983-84 school year.

(4) Future assignments for school districts not affiliated with an area vocational school during the 1983-84 school year shall be approved by the State Board of Education. The request for assignment shall be submitted in writing to the assistant commissioner, Division of Vocational and Adult Education, Department of Elementary and Secondary Education, by November 1, to be considered for the next year. For good cause shown, the state board may waive the requirement for submission by November 1. The request shall be authorized by the board of education and signed by the superintendent and shall include rationale justifying the affiliation. Based on the information presented and comments from officials of the area vocational

school, the assistant commissioner will prepare a recommendation to the commissioner of education and the State Board of Education. All districts involved will be officially notified of the board's decision.

(5) School districts that desire to enroll students in more than one (1) area vocational school or to change affiliation from one (1) area vocational school to another shall obtain the approval of the State Board of Education. The written request shall be submitted to the assistant commissioner, Division of Vocational and Adult Education, Department of Elementary and Secondary Education, by November 1, to be considered for the next school year. The request shall be authorized by the board of education and signed by the superintendent and shall include a rationale justifying the request. Based on the information presented and on other information as may be requested from administrators of the school districts involved, the assistant commissioner will prepare a recommendation to the commissioner of education and the State Board of Education. The State Board of Education will make a determination regarding the district's affiliation based upon the information presented. All districts involved in the request will be officially notified by letter of the board's decision.

(6) Any sending school district altering an affiliation with an area vocational school without following the procedures previously described in sections (4) and (5) may by action of the State Board of Education, be disallowed any reimbursement for contracted services and any provision of transportation aid to and from the area vocational school.

(7) The service region for any additional area vocational school approved subsequent to the effective date of this rule will be defined at the time of approval.

AUTHORITY: sections 161.092, 178.510, RSMo 1986 and 178.530, RSMo Supp. 1991.* Original rule filed May 26, 1983, effective Nov. 14, 1983. Amended: Filed Feb. 8, 1985, effective June 1, 1985.

*Original authority: 161.092, RSMo 1963, amended 1973; 178.510, RSMo 1963; and 178.530, RSMo 1963, amended 1977, 1991.

5 CSR 60-120.060 A+ Schools Program
(Moved to 5 CSR 50-350.040)

5 CSR 60-120.070 Vocational-Technical Education Enhancement Grant Award Program

PURPOSE: This rule establishes minimum requirements for the administration of the Vocational-Technical Education Enhancement Grant Award Program.

(1) The Vocational-Technical Education Enhancement Grant Award Program shall be administered by the Division of Vocational and Adult Education, Department of Elementary and Secondary Education, which has the authority to determine grant award criteria and annual grant amounts.

(2) Eligible institutions shall include public high schools, area vocational-technical schools and community colleges that operate department-approved occupational preparatory (long-term) vocational education programs. Grant awards shall be made under the following conditions:

(A) Seventy-five percent (75%) of grant funds shall be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations that have been determined to be in critical shortage, as published by the Division of Vocational and Adult Education. The remaining twenty-five percent (25%) or less of the grant may be used for these purposes, as well as facility improvement without regard for demand occupations. A grant recipient shall expend at least twenty-five percent (25%) matching funds from local sources for all grant funds expended for instructional equipment. A grant recipient shall expend at least fifty percent (50%) matching funds from local sources for all other grant fund expenditures;

(B) An advisory committee with no fewer than twelve (12) members shall be established by each eligible institution prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under this grant award program. Eligible institutions that apply for grant funds after receiving an initial grant award shall submit a description of the

accomplishments made toward the implementation of their initial plan and any modifications to their initial plan; and

(C) A budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall—

1. Have prior approval of the Division of Vocational and Adult Education; and

2. Be appropriate to the instructional content of the vocational education course or program.

(3) A request for proposals will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must develop a grant proposal and forward it to the division no later than the published date in order to receive consideration. Grant awards will be effective July 1 of each year.

(4) Grant proposals must contain at least the following:

(A) The name and address of the institution and school or community college district applying for a grant award;

(B) A statement of commitment to implement the content of the grant proposal bearing the signature of the chief administrator of the school or community college district submitting the grant proposal;

(C) A description of how the funds made available by this grant award program will be used to enhance the vocational education offering at the institution and address demand occupations;

(D) A detailed, line item budget of anticipated local and grant fund expenditures;

(E) An assurance that fiscal control, property management control and fund accounting procedures are provided;

(F) An assurance that funds from local sources will be allocated and expended for the purposes delineated in the grant proposal in an amount equal to or greater than twenty-five percent (25%) for all instructional equipment and equal to or greater than fifty percent (50%) for all other grant award expenditures;

(G) An assurance that seventy-five percent (75%) of grant funds will be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations;

(H) An assurance that the grant recipient will comply with all reporting requirements of the department relating to this grant award program;

(I) An assurance by secondary school districts that student performance standards will be established within the district that lead to

or qualify students for graduation, and that these standards meet or exceed the Show-Me Standards;

(J) An assurance that prior to the close of the fiscal year of the grant award a plan will be developed with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities;

(K) A listing of the advisory committee members and the category that they represent;

(L) The title and classification of instructional programs (CIP) code of any occupational preparatory (long-term) vocational education program for which grant funds will be expended; and

(M) A complete application for new or expanding regular vocational education programs, if an occupational preparatory (long-term) vocational education program is being established or expanded with grant funds.

(5) The Division of Vocational and Adult Education will review all grant proposals submitted by eligible institutions based upon the extent to which—

(A) The proposed programs, services and activities enhance vocational education;

(B) The proposed programs, services and activities address demand occupations; and

(C) A complete grant proposal is received prior to the proposal deadline.

(6) The Division of Vocational and Adult Education will give priority to eligible institutions that have not previously received a grant award.

(7) Beginning July 1, 1994, the commissioner of education shall request from the director of the Division of Workforce Development, Department of Economic Development, an annual listing of demand occupations in the state, including substate projections. The listing shall include those occupations for which, in the judgment of the director of the Division of Workforce Development, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state. The Division of Vocational and Adult Education will publish the list of demand occupations annually in its request for proposals.

AUTHORITY: section 178.585, RSMo Supp. 1999. Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov.*

22, 1994, effective June 30, 1995. Amended: Filed July 7, 2000, effective Feb. 28, 2001.

**Original authority: 178.585, RSMo 1993, amended 1995.*

5 CSR 60-120.080 Student Suicide Prevention Programs

PURPOSE: This rule establishes procedures for the establishment or expansion of student suicide prevention programs.

(1) The Department of Elementary and Secondary Education (DESE) will authorize a four (4)-year competitive grant program to Missouri public school districts to fund or defray the cost of establishment or expansion of student suicide prevention programs based upon legislative appropriation.

(2) Grant applications shall be made available annually by contacting the Guidance and Placement Services Section, DESE, P.O. Box 480, Jefferson City, MO 65102-0480. Applications shall include, but may not be limited to:

(A) Grantee's name, title and contact information;

(B) Description of any current or proposed student suicide prevention program:

1. If a student suicide prevention program exists, demonstrate a need for an improved program; and

2. An explanation of how the grant funds will implement or improve the program;

(C) Statements of assurance that the grantee will:

1. Comply with all reporting requirements of DESE relating to this grant award program; and

2. Recipients of grants must expend funds during the period which begins on the date DESE approves a proposal and ends the following June 30;

(D) A four (4)-year plan of implementation which addresses each of the program requirements, including:

1. A listing of major goals; and

2. A listing of procedures demonstrating the way the goals of the suicide prevention program will be executed including activities and time lines for each goal;

(E) A detailed line item budget of grant fund expenditures for year one (1) and anticipated expenditures for years two (2), three (3), and four (4); and

(F) A comprehensive plan to annually evaluate the effectiveness of the student suicide prevention program.



(3) The program grants that demonstrate the following will be given preference for approval:

(A) Activities designed to include teacher, counselor and administrator training in student suicide prevention programs;

(B) Implementation of skills based instruction targeting students at-risk;

(C) Activities to reinforce classroom instruction such as:

1. Development of public information messages;

2. Service learning;

3. Student-parent activities; and/or

4. Peer education activities; and/or

(D) Programs that include a parental involvement component.

(4) Grant funding will be awarded on a competitive basis and may be limited by availability of grant funds:

(A) Grants will be distributed in equal amounts within geographic areas established by DESE, proportionately based on student population. DESE may reallocate funds if an area has insufficient applications or insufficient eligible applications to obligate all funds for the area.

(5) The school district will keep records according to generally accepted accounting principles, and will provide any information necessary for fiscal and program auditing. All such records and supporting documents will be retained in accordance with current federal and state laws and regulations.

(6) Allowable expenditures for grants may only be used to pay for:

(A) Salaries and benefits;

(B) Materials and supplies;

(C) Equipment;

(D) Professional development; and/or

(E) Administration costs of awarded funds which do not exceed five percent (5%) of the grant.

(7) Grantees shall submit a mid-year report and a year-end report of every grant funded yearly. Continued funding will be contingent upon the accurate reports that are approved by DESE. These reports must contain, but are not limited to:

(A) A measure of progress demonstrating the recipients compliance with stated outcomes in the application;

(B) A detailed line item budget of expenditures;

(C) The number of students served by grant funds; and

(D) The number of teachers, counselors, and administrators provided training.

(8) Grants may be eligible for renewal for an additional four (4)-year period, based in part on results of the first four (4)-year grant.

(9) Grant applications from nonschool districts must provide a document of cooperation, approved by DESE, that assures cooperation between grantee and the sponsoring school district.

*AUTHORITY: section 161.235, RSMo 2000. * Original rule filed Dec. 7, 2000, effective July 30, 2001.*

**Original authority: 161.235, RSMo 2000.*