

**PROPOSED REGULATION OF THE STATE BOARD
FOR CAREER AND TECHNICAL EDUCATION**

LCB File No. R172-05

November 21, 2005

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §§1 and 3-15, NRS 388.360; §2, NRS 388.360 and 388.380.

A REGULATION relating to education; changing the term “occupational education” to “career and technical education”; prescribing the requirements for an endorsement of career and technical education on a high school diploma; and providing other matters properly relating thereto.

Section 1. NAC 386.415 is hereby amended to read as follows:

386.415 1. For the purposes of subsection 1 of NRS 386.590, the Department will consider a charter school to be a “vocational school” if the charter school provides:

- (a) Instruction in at least grades 9 through 12, inclusive; and
- (b) A progression of courses within one or more of the occupational areas identified in NAC

389.516 that prepares a pupil for entry level employment in an occupational area.

2. A charter school that is a vocational school shall comply with subsection 3 of NAC 389.800 , and the courses in ~~[occupational]~~ *career and technical* education offered by such a school must comply with subsection 1 of that section.

Sec. 2. Chapter 389 of NAC is hereby amended by adding thereto a new section to read as follows:

1. To qualify for an endorsement on a high school diploma indicating that a pupil has successfully completed a program of career and technical education, the pupil must:

(a) Satisfactorily complete a sequence, or combination of sequences, of courses leading to a terminal course prescribed by the school district or charter school in which the pupil is enrolled for the career and technical area selected.

(b) Satisfy the state academic requirements governing receipt of a standard high school diploma and the statutes and regulations governing the receipt of a standard high school diploma, including, without limitation, passage of the high school proficiency examination.

2. The sequence and terminal courses required pursuant to paragraph (a) of subsection 1 must be approved by the Department of Education. A sequence must be a minimum of two credits.

3. The endorsement must be printed on the front of the high school diploma in a format prescribed by the local school district.

Sec. 3. NAC 389.076 is hereby amended to read as follows:

389.076 1. For grades 10, 11 and 12, and for adults, each edition of the Nevada High School Proficiency Examination in Reading must be based upon the standards of content and performance in English language arts adopted pursuant to NRS 389.520 and must assess pupils' abilities to:

(a) Use word analysis skills and strategies to comprehend new words encountered in text;

(b) Use reading process skills and strategies to build comprehension;

(c) Comprehend, interpret and evaluate literature from a variety of authors, cultures and time periods; and

(d) Comprehend, interpret and evaluate informational text for specific purposes.

2. Pupils may be tested in the areas listed in subsection 1 for:

(a) Their abilities to comprehend the meaning of the material they have read;

- (b) Their abilities to understand the intent of the author of the material they have read;
- (c) Their abilities to form an opinion regarding the material they have read; and
- (d) Their abilities to respond critically to the ideas expressed in the material they have read.

3. Passages on the examination required by subsection 1 may include selections:

(a) Relating to literature, social studies, science, mathematics, ~~occupational~~ *career and technical* education, computer education and other areas of study included in the pupils' curriculum; and

(b) From informational materials, including, without limitation, periodicals, manuals, handbooks and other publications.

Sec. 4. NAC 389.450 is hereby amended to read as follows:

389.450 In addition to the courses of study required in chapter 389 of NRS, the State Board of Education prescribes the following courses of study for graduation from a public high school:

- 1. Arts and humanities , or ~~occupational~~ *career and technical* education;
- 2. Health education;
- 3. English;
- 4. Mathematics, which may include the following courses of study:
 - (a) Basic mathematics;
 - (b) Mathematics for everyday living;
 - (c) Prealgebra;
 - (d) Algebra I;
 - (e) Geometry;
 - (f) Algebra II;
 - (g) Trigonometry;

- (h) Analytic geometry;
 - (i) Precalculus;
 - (j) Calculus; and
 - (k) Probability and statistics;
5. Physical education or personal fitness;
 6. Science, which may include the following courses of study:
 - (a) Life science;
 - (b) Earth science;
 - (c) Physical science;
 - (d) Environmental science; and
 - (e) General science;
 7. Use of computers, which may include the following courses of study:
 - (a) Accounting and computing;
 - (b) Processing business information;
 - (c) Word processing;
 - (d) Introduction to computers;
 - (e) Application of computers; and
 - (f) Science of computers; and
 8. Academic achievement, career exploration, and personal and social development.

Sec. 5. NAC 389.516 is hereby amended to read as follows:

389.516 A local school board may offer the following courses of study as elective courses in a public high school:

1. History, other than American history.

2. Government, other than American government.
3. Agriculture and natural resource sciences, which may include the courses of study described in NAC 389.520 to 389.536, inclusive.
4. The arts.
5. Business, which may include the courses of study described in NAC 389.543 to 389.555, inclusive.
6. Communications, which may include the courses of study described in NAC 389.556 and 389.558.
7. ~~Occupational~~ *Career and technical* education, in cooperation with private employers, as described in NAC 389.562, 389.564 and 389.566.
8. Drivers' education.
9. Foreign language.
10. Occupations, which may include the courses of study described in NAC 389.572 to 389.584, inclusive.
11. Occupations in trade and industry, which may include the courses of study described in NAC 389.586 to 389.618, inclusive.
12. Family and consumer sciences.
13. Industrial arts.
14. Marketing.
15. Skills needed to obtain employment as described in NAC 389.644 to 389.650, inclusive.
16. Social studies.
17. Introduction to occupations which may include the courses of study described in NAC 389.6528 to 389.6547, inclusive.

18. Great Basin Native American languages.

Sec. 6. NAC 389.562 is hereby amended to read as follows:

389.562 A course of study in ~~occupational~~ *career and technical* education in cooperation with a private employer must include instruction designed to teach the pupil to:

1. Acquire , in class, instruction that directly applies to the occupation in which the pupil is employed.

2. Demonstrate a knowledge of the current technology used in the occupation in which the pupil is employed.

3. Gain a practical knowledge of the occupation the pupil is studying.

4. Demonstrate successful interaction with other workers, supervisors, clients and customers.

5. Demonstrate desirable habits and attitudes about work.

6. Apply the theory and technical skills learned in class while on the job.

7. Adapt to adverse working conditions.

8. Develop skills that relate to the basic concepts necessary for entry to, retention of and advancement on the job.

9. Keep the teacher informed about progress on the job.

10. Submit weekly time sheets.

11. Attend school and hold a job on a regular basis.

12. Give the employer and the teacher advance notice of inability to report for work or tardiness.

13. Describe entrepreneurship skills appropriate to owning or operating a business, or both.

Sec. 7. NAC 389.564 is hereby amended to read as follows:

389.564 A teacher of a course of study in ~~occupational~~ *career and technical* education in cooperation with a private employer shall:

1. Provide relevant and current instruction which prepares the pupil for a specific vocation.
2. Provide realistic conditions which teach theory, technical skills, work scheduling and human relations.
3. Use training which correlates with the knowledge and skills expected by an employer.
4. Strengthen relations between the school and the community.
5. Supplement the facilities and resources in the school with those in the community that are representative of the availability of the occupation being studied by the pupil.
6. Provide all parties with an awareness of their responsibilities and obligations while participating in the program.
7. Visit the place of employment to consult with pupils and employers to determine the pupil's progress on the job, attitudes, growth of skills and knowledge and breadth of educational exposure.
8. Use discretion on the time and circumstances chosen for visits.
9. Assist the employer with appraisals of the pupil and the course of study.
10. Foster good communications and understanding between all parties.
11. Constantly strive to improve the program by seeking suggestions from all parties.
12. When supervising a pupil at a training location in which he does not hold an endorsement, use information from an appropriately endorsed teacher to ensure that the pupil functions satisfactorily during the training.
13. Recruit, interview and select pupils based on the career interests of the pupils and predetermined written criteria.

14. Keep records of the time used to develop training plans and agreements, counseling, training station assessment and student-employer evaluations.

15. Retain for at least 1 year after the pupil leaves the program the record of his initial interview, the training agreement, the cooperative agreement, the employer-teacher-coordinator evaluation, the report of the pupil's wages earned and hours worked during the program and his weekly time sheets.

16. Coordinate the pupil's work experience with related classroom instruction.

Sec. 8. NAC 389.566 is hereby amended to read as follows:

389.566 The employer of a pupil in a course of study in ~~occupational~~ *career and technical* education in cooperation with a private employer shall:

1. Participate in the development of the agreement for training.
2. Assist the pupil to develop skills required in the occupation.
3. Provide for direct supervision of the pupil's work.
4. Give the pupil progressive and challenging work, review his progress each week and sign a weekly time sheet.
5. Provide periodic appraisals of the pupil's performance on forms provided by the teacher.

Sec. 9. NAC 389.663 is hereby amended to read as follows:

389.663 1. To receive an advanced diploma evidencing graduation from high school, a pupil who enrolls in the ninth grade during or after the 1999-2000 school year must, in addition to having passed the proficiency examination required by NRS 389.015, have:

(a) Earned a minimum of 17 units of credit for required courses and 7 units of credit for elective courses for a total of at least 24 units of credit; and

(b) Maintained at least a 3.0 grade point average on a 4.0 grading scale, weighted or unweighted, for all units of credit applicable toward graduation.

2. The units for the required courses must be earned in accordance with the following table:

Required Course	Minimum Number of Units
American government	1
American history	1
Arts and humanities , or occupational <i>career and technical</i> education	1
Social studies	1
English, including reading, composition and writing	4
Health education	1/2
Mathematics	3
Physical education	2
Use of computers	1/2
Science	3
TOTAL:	17

Sec. 10. NAC 389.664 is hereby amended to read as follows:

389.664 1. Except as otherwise provided in subsections 2 and 3, to receive a standard diploma evidencing graduation from high school, a pupil must, in addition to having passed the

proficiency examination required by NRS 389.015, have earned a minimum of 15 units of credit for required courses and 7 1/2 units of credit for elective courses for a total of at least 22 1/2 units of credit. The units for the required courses must be earned in accordance with the following table:

Required Course	Minimum Number of Units
American government	1
American history	1
Arts and humanities , or occupational <i>career and technical</i> education	1
English, including reading, composition and writing	4
Health education.....	1/2
Mathematics	3
Physical education.....	2
Use of computers.....	1/2
Science	2
TOTAL:	15

2. Except as otherwise provided in subsection 3, if a pupil enrolled in the ninth grade during or before the 1998-1999 school year, to receive a standard diploma evidencing graduation from high school, the pupil must, in addition to having passed the proficiency examination required by

NRS 389.015, have earned a minimum of 1 unit of credit in American government, 1 unit of credit in American history, 1 unit of credit in arts and humanities, 4 units of credit in English, including reading, composition and writing, 1/2 unit of credit in health education, 2 units of credit in mathematics, 2 units of credit in physical education, 1/2 unit of credit in the use of computers and 2 units of credit in science, for a total of at least 14 units of credit for required courses. The units of credit required by this subsection are in addition to a minimum of 8 1/2 units of credit for elective courses that the pupil must have earned for a total of at least 22 1/2 units of credit.

3. If a pupil satisfactorily completes a course of study in the use of computers during the sixth, seventh or eighth grade, he is not required to take the course of study in the use of computers and must only earn a minimum of 14 1/2 units of credit for required courses pursuant to subsection 1 or 13 1/2 units of credit for required courses pursuant to subsection 2. The course of study in the use of computers must be for at least one semester or trimester, or the equivalent, and must not be taught as part of another course of study. This subsection authorizes, but does not require, a school district to offer a course in the use of computers as part of the curriculum of a middle school.

Sec. 11. NAC 389.672 is hereby amended to read as follows:

389.672 1. A board of trustees may allow a pupil to earn, towards the units necessary for graduation from high school, two units of the credit required in English, one unit required in mathematics, one unit required in science and one-half unit required in health if he is enrolled in one of the following occupational courses of study and that course of study includes , as part of its curriculum , the curriculum of the required course:

- (a) Agriculture and natural resource sciences described in NAC 389.520 to 389.536, inclusive.
- (b) Business.
- (c) ~~Occupational~~ *Career and technical* education in cooperation with a private employer.
- (d) Occupations described in NAC 389.572 to 389.584, inclusive.
- (e) Occupations in trade and industry described in NAC 389.586 to 389.618, inclusive.
- (f) Family and consumer sciences.
- (g) Industrial arts.
- (h) Marketing.
- (i) Skills needed to obtain employment.

2. The superintendent of the school district shall appoint a committee composed of one person certified to teach in the occupational course of study and one person certified to teach in the academic area in which the credit may be earned. The committee must verify to the board of trustees that the curriculum for the occupational course of study includes the curriculum of the required course of study.

3. After verification has been received by the board of trustees, the written curriculum and title of the course of study and a statement of the academic credit to be granted must be submitted to the State Board of Education for approval. Academic credit may be granted for the occupational course of study or combination of courses only after the State Board of Education has given its approval.

4. The Superintendent of Public Instruction may give approval for the granting of academic credit to a board of trustees requesting to use a curriculum for a course of study that has been approved by the State Board of Education for another school district ~~if~~ if:

- (a) The procedures set forth in subsection 2 were followed by the requesting district; and
- (b) The board of trustees provides assurances that it will not deviate from the curriculum that has been approved by the State Board.

5. A pupil who earns academic credit pursuant to this section must be notified that the approval for academic credit is designed to meet the requirements for graduation from high school and may not *necessarily* be accepted for academic credit by a specific postsecondary institution. A copy of the notification given to the pupil must accompany the other materials to be submitted to the State Board of Education for final approval.

6. A minimum number of credits must be earned in the respective academic areas, as follows:

- (a) At least one credit must be earned in the academic mathematics department;
- (b) At least one credit must be earned in the academic science department; and
- (c) At least two credits must be earned in the academic English department.

Sec. 12. NAC 389.688 is hereby amended to read as follows:

389.688 1. A school district may award an adult standard diploma to a person who:

- (a) Withdrew from high school before his graduation and was not eligible to graduate with his class, or participated in an alternative program for the education of pupils at risk of dropping out of high school established by a school district pursuant to NRS 388.537;
- (b) Has passed the proficiency examination which is administered to high school pupils pursuant to NRS 389.015;
- (c) Has earned, in high school or in an alternative program for the education of pupils at risk of dropping out of high school established by a school district pursuant to NRS 388.537, or waived, the units of credit required in subsection 2; and

(d) Is 17 years of age or older at the time of the award.

2. Except as otherwise provided in subsection 3, the units of credit which a person must have earned or waived to be qualified to receive an adult standard diploma are a total of 13 units for required courses and a total of 7 1/2 units for elective courses. The person must have earned or waived his units for the required courses in accordance with the following table:

Required Course	Minimum Number of Units
American government	1
American history	1
Arts and humanities , or occupational <i>career and technical</i> education	1
English.....	4
Health education.....	1/2
Mathematics	3
Science	2
Use of computers.....	1/2
	TOTAL: 13

3. If a person demonstrates a competency in the use of computers, he is not required to complete the course in the use of computers and must earn or waive a total of 12 1/2 units in required courses.

Sec. 13. NAC 389.800 is hereby amended to read as follows:

389.800 1. Courses of study in ~~occupational~~ *career and technical* education described in this chapter must:

(a) Be based upon a written curriculum that has been developed in collaboration with representatives of the occupation being studied to measure the competency of the pupil and which includes:

(1) The current duties, tasks, skills and levels of performance necessary to perform the duties and tasks involved in being employed in the occupation being taught.

(2) Instruction which reinforces academic skills of reading, writing, speaking, mathematics, science and using a computer.

(3) Instruction designed to develop leadership, initiative, integrity, confidence, poise, reliability, cooperation, the ability to accept divergent points of view, self-discipline, the ability to adapt to change, make decisions, solve problems ~~and~~ *and* set priorities, the ability to learn ~~and~~ *and* participate in discussions , and a willingness to seek and accept responsibility.

(b) Be designed to:

(1) Allow the student to advance in the course of study at his own pace and allow the teacher to evaluate the progress of the pupil based on the requirements for obtaining employment or being promoted in the occupation being taught.

(2) Include handicapped pupils.

(c) Provide the student with reasonable access to the equipment used in the occupation he is studying.

2. The teacher of a course of study in ~~occupational~~ *career and technical* education shall:

(a) Possess a valid endorsement to his license for each occupation in which he teaches a course of study.

(b) Use resources, materials and techniques which do not discriminate among pupils.

(c) Evaluate the pupil's achievement of the required goals in the course of study.

3. Each pupil enrolled in a course of study of an occupation:

(a) Must be given the opportunity to participate in youth organizations that are:

(1) Affiliated with state and national organizations;

(2) Associated with the occupation the pupil is studying; and

(3) An integral part of the instructional program.

(b) Must be given a certificate upon completion of a course of study in an occupation which states the level of performance the pupil has attained in specific skills identified by representatives of business or industry.

(c) Upon completion of the course, should be qualified to enter a higher level of training without the necessity of repeating previously learned skills.

4. Written policies for the maintenance, replacement and disposal of equipment must be made available to the representatives of business or industry for review and comment.

5. The superintendent of each school district shall maintain a current and comprehensive inventory of all capital equipment, if any, maintained for each course offered in ~~occupational~~ *career and technical* education. The superintendent shall establish a list of equipment that is comparable to that used in the occupations in which a course of study is offered. The superintendent shall not allow the use in ~~occupational~~ *career and technical* education of equipment or facilities which do not meet the generally applicable safety requirements, including those adopted to ensure occupational safety and health for that occupation.

6. The teacher of a course of study in ~~occupational~~ *career and technical* education shall cooperate with the guidance counselor of each school to assist pupils to enroll in an appropriate course of study. The guidance counselor shall assist the pupil to achieve:

(a) An awareness of the opportunities for the development of the skills required in the various occupations.

(b) An exploration of the pupil's abilities with his occupational interest.

(c) Opportunities for the development of the pupil's skills.

(d) Realities of the workforce and expectations of employers.

(e) Opportunities for continued ~~occupational~~ *career and technical* education and training.

7. The Department of Education shall cause surveys to be taken of each pupil who has completed a course of study in ~~occupational~~ *career and technical* education to determine the effectiveness of the program.

8. Each school district shall adopt a written statement of philosophy for its program of ~~occupational~~ *career and technical* education which includes stated goals that such instruction will:

(a) Contribute to each pupil's competency to enter the job market.

(b) Enable the pupils to succeed in further training.

(c) Enable the pupils to obtain employment.

(d) Enable the pupils to advance in job responsibilities.

Sec. 14. NAC 389.805 is hereby amended to read as follows:

389.805 1. The Department of Education shall develop and administer ~~an occupational~~ *career and technical education* reporting system which provides information regarding the enrollment in, completion of and staffing of ~~occupational~~ *career and technical* education

courses. The Department of Education shall provide guidance and technical assistance to each school district concerning participation in the system.

2. Each school district shall participate in the system by:

(a) Maintaining records of such information as the Department of Education requires; and

(b) Providing the Department with the records maintained pursuant to paragraph (a) at a time and in a manner approved by the Department.

Sec. 15. NAC 389.810 is hereby amended to read as follows:

389.810 1. ~~【The superintendent of a local school district which provides a program of occupational instruction for a specific job may establish an individual technical skills committee for each such program to review and determine annually the tasks, duties and competency levels to be taught.】~~ If a community college *located* within ~~【the】~~ *a* local school district provides ~~【occupational】~~ *career and technical* instruction for a specific job for which the local school district also provides an instructional program, the superintendent *of that school district* shall establish a joint technical skills committee for each such ~~【occupational】~~ program *of career and technical education* to review and determine annually the tasks, duties and competency levels to be taught. The committee shall assist the school district and be available to assist the community college upon request.

2. The superintendent of each local school district which is located in a county:

(a) Whose population is 35,000 or more; and

(b) In which a campus of the community college is located,

↪ may establish ~~【an occupational】~~ *a career and technical* education council to assist the school district and be available to assist, upon request, the community college. To the extent possible, the superintendent shall draw the membership from among the ~~【chairpersons of each local】~~

members of an advisory technical skills committee formed pursuant to ~~[subsection 1.]~~ *section 3 of Assembly Bill No. 388 of the 73rd Session of the Nevada Legislature, chapter 309, Statutes of Nevada 2005, at page 1046.* Educators may serve on the council in an advisory, nonvoting capacity only. The council shall render advice on questions of policy regarding the ~~[occupational]~~ programs *of career and technical education* where employment demands are being met and shall make recommendations regarding the expansion, improvement and modernization of all of the programs. The council shall also recommend methods to establish a cooperative mechanism for local businesses and industries to share with the school district the instruction, facilities and equipment necessary for the programs and to participate in the resulting efforts needed to secure employment for the pupils who complete the programs.