

# REGULATION

## COLLINGSWOOD SCHOOL DISTRICT

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VOCATIONAL EDUCATION

### **R 2421 VOCATIONAL EDUCATION**

#### A. Curriculum

1. The vocational education instructional program of this district will be conducted in accordance with curriculum guides prepared and implemented in accordance with N.J.A.C. 6:43 and the State Plan for Vocational and Technical Education approved by the State Board of Education and accepted by the U.S. Office of Education.
2. A career awareness program of introduction to vocational education will be offered in grades K – 12 and may be offered as separate classes or infused into the regular class schedule. The career awareness program shall be designed and implemented to assist pupils in:
  - a. Gaining knowledge about the range and nature of various careers, including the educational and personal requirements for entry into those careers,
  - b. Gaining increased awareness of the pupil's values, interests, and abilities,
  - c. Developing an appreciation of work and assumed responsibilities, and
  - d. Experience an alternative approach to learning.

#### B. Staff

1. Vocational instruction shall be conducted and supervised by teachers, teacher aides, supervisors, and other supporting personnel.
2. The vocational instruction program shall be supplemented by a teacher-training program.
3. All teaching staff members in the vocational education program must be appropriately certified for the positions they hold.

#### C. Protection of Pupils

1. All vocational education programs will observe the safety standards set forth at N.J.A.C. 6:53-1.1 et seq.
  - a. All tools, machines, equipment, and safety devices will meet the safety standards of the rules; any tool, machine, piece of equipment, or safety device that does not meet standards will be removed from service.



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- b. The Supervisor will prepare specific statements of practices and precautions required for safe operation in each vocational course of study.
  - c. Vocational facilities, tools, machines, equipment, and personal protective devices will be inspected at least once each year and will be maintained on a regular schedule of preventive maintenance.
  - d. The Supervisor will identify potential hazards and take all steps necessary to eliminate them.
  - e. In the event a pupil, staff member, or visitor to the vocational education program is injured or disabled, the emergency procedures set forth in Regulation No. 8441 will be followed. Each accident that requires treatment by a physician will be reported, within five working days of the accident, to the Commissioner of Education on the accident reporting form supplied by the Department of Education.
  - f. The Supervisor will, in consultation with vocational education teachers, prepare a clearly written safety handbook for distribution to each vocational education pupil at the beginning of the school year. Each vocational teacher shall review relevant portions of the handbook with his/her pupils before the teacher commences instruction in the course of study.
  - g. Each vocational education teacher is responsible for observing pupils' observation of safety rules and correcting any violations of those rules or failure to observe the practice of the rules. Teachers may test or quiz pupils on their knowledge of the rules during the course of study.
2. In any plan of cooperative vocational education or work-study program in which pupils spend part of the day in school and part of the day in employment, the teacher shall prepare a plan for protecting participating pupils from illegal employment and exploitation. As a minimum, the plan shall provide that participating pupils:
- a. Receive wages commensurate with the wage paid to other employees for similar work,
  - b. Are protected by applicable provisions of the Workers' Compensation Law and any other state law pertaining to their employment, and
  - c. Are periodically interviewed and/or visited in the place of their employment to determine whether they are unfairly treated or subjected to adverse working conditions.

Adopted: September 26, 2005

