
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: section 178.430, RSMo 1994. * 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 November 22, 1994, effective Feb. 26, 1995. Amended: Filed Oct. 29, 1999, effective Jan. 30, 2000.*

**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

PURPOSE: This rule establishes minimum requirements for the administration of the A+ Schools Program.

(1) The Department of Elementary and Secondary Education, Division of Vocational and Adult Education is authorized to establish

procedures for the implementation of the A+ Schools Program including:

- (A) Public school district participation;
- (B) Annual grant award amounts and requirements;
- (C) Initial and continued designation of A+ schools; and
- (D) Initial and continued student eligibility to receive reimbursement for the cost of tuition, books and fees to attend any Missouri public community college or vocational technical school.

(2) To participate in the A+ Schools Program, the chief administrator of a public secondary school district must—

(A) Demonstrate a commitment to the established program goals. These goals are to ensure that all students—

- 1. Graduate from high school;
- 2. Complete a selection of high school studies that is challenging and has identified learning expectations; and
- 3. Proceed from high school graduation to a college or postsecondary vocational or technical school, or high wage job with work place skill development opportunities;

(B) Provide assurance that the district will—

1. Establish measurable district-wide performance standards for the established program;

2. Specify the knowledge, skills and competencies in measurable terms, that students must demonstrate to successfully complete any individual course offered by the school, and any course of studies which will qualify students for graduation from the school;

3. Establish student performance standards that lead to or qualify students for graduation, and that these standards will be revised to meet or exceed the performance standards adopted by the State Board of Education, with the advice and counsel of the Commission on Performance, as established by the Outstanding Schools Act;

4. Not offer a general track of courses that, upon completion, can lead to a high school diploma;

5. Require rigorous coursework with standards of competency in basic academic subjects for students pursuing vocational and technical education; and

6. Develop a partnership plan in cooperation and with the advice of local business persons, labor leaders, parents and representatives of colleges and postsecondary vocational or technical schools, with the plan then approved by the local board of education. The plan shall specify a mechanism to receive information on an annual basis from those

who developed the plan in addition to senior citizens, community leaders and teachers to update the plan in order to best meet the goals of the program. The plan shall detail the procedures used in the school to identify students that may drop out of school and the intervention services to be used to meet the needs of such students. The plan shall outline counseling and mentoring services provided to students who will enter the work force upon graduation from high school, address apprenticeship and intern programs, and shall contain procedures for the recruitment of volunteers from the community to serve in the school;

(C) Designate a salaried employee to serve as the A+ Schools coordinator;

(D) Assume at least fifty percent (50%) of the salary, fringe benefits, and other program related activity costs of the coordinator;

(E) Provide at least twenty-five (25%) percent matching funds from local sources for all remaining grant funds expended;

(F) Make facilities and services available for adult literacy training;

(G) Be classified by the State Board of Education as an accredited or provisionally accredited school district under the department's Missouri School Improvement Program; and

(H) Prepare and submit a three (3)-year grant proposal in response to the division's request for proposals.

(3) School districts with more than one (1) high school attendance center may make grant applications for a maximum of two (2) of these attendance centers in a single grant year.

(4) A request for proposals will be made available to eligible school districts by the Division of Vocational and Adult Education by January 1 of each fiscal year. Applicants must develop a grant proposal and forward it to the division no later than March 31 of each fiscal year in order to receive consideration. Grant awards will be effective July 1 of each year.

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

(A) The name and address of the high school and school 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 district submitting the grant proposal;

(C) Statement(s) of assurance that the school district will—

1. Demonstrate a commitment to the established goals of the A+ Schools Program and to implement its proposed plan to receive designation as an A+ School;

2. Designate a qualified salaried employee to serve as the A+ Schools Program coordinator;

3. Establish student performance standards that lead to or qualify students for graduation, and that these standards will be revised to meet or exceed the performance standards adopted by the State Board of Education, with the advice and counsel of the Commission on Performance, as established by the Outstanding Schools Act;

4. Expend local funds in an amount equal to or greater than fifty percent (50%) of the grant award expenditure for the A+ Schools Program coordinator and the coordinator's related activities;

5. Expend local funds in an amount equal to or greater than twenty-five percent (25%) of any remaining grant award expenditures to implement the proposed A+ Schools Program;

6. Provide fiscal control, property management control and fund accounting procedures;

7. Deliver, implement and annually update a partnership plan;

8. Establish a data and accountability system necessary to determine and report at least student demographics and enrollment, student completion and performance of coursework, student follow-up after leaving high school, program outcomes and student success relating to the implementation of the partnership plan, and student eligibility to receive student financial incentives available through the A+ Schools Program;

9. Comply with all reporting requirements of the department relating to this grant award program;

10. Develop and implement a plan in compliance with state law and the department's rules; and to report students who drop out of school; and

11. Make their facilities and services available for adult literacy training;

(D) A three (3)-year plan of implementation which addresses each of the program requirements specified in this rule, including:

1. A listing of major objectives; and

2. A listing of activities and timelines for each objective;

(E) Description(s) of how the funds made available by this grant award program will be expended to implement the established program requirements as previously specified in this rule;

(F) A detailed, line item budget of anticipated local and grant fund expenditures for

year one (1) and anticipated major categorical expenditures for years two (2) and three (3);

(G) A description of the process of the identification of and planned services for students considered to be at risk of educational failure and dropping out of school, including those services supported by funds made available by line fourteen of the school foundation formula;

(H) A plan to evaluate the effectiveness of the A+ Schools Program implementation;

(I) Historical data for the past four (4) years, disaggregated by year, including:

1. Annualized high school drop out rate;

2. Persistence to graduation rate;

3. Number of students enrolled by grade level, kindergarten through grade twelve (K-12);

4. Number of high school graduates continuing their education at four (4)-year colleges and universities, community colleges, or vocational or technical schools. This data shall be recorded separately by category of institution;

5. Number of high school graduates entering the labor force;

6. Vocational education enrollment disaggregated by vocational education program/course and by location (home school district and area vocational school); and

7. Vocational education follow-up/placement rates for home school district and vocational education programs in the area vocational school; and

(J) Name and description of each course offered at junior or middle school(s), high school(s) and area vocational school.

(6) The Division of Vocational and Adult Education will review all grant proposals submitted by public high school districts based upon the extent to which the grant proposal—

(A) Demonstrates a commitment to meet the established goals of the A+ Schools Program;

(B) Provides for structured implementation and is sufficiently comprehensive to assure successful achievement of the proposed objectives and activities, and fulfill the established program requirements;

(C) Is educationally significant to produce—

1. Curricular and instructional change;

2. Lower drop-out rates;

3. Student mastery of measurable learning expectations; and

4. Successful transition from high school to continued education or employment; and



(D) Is complete and received prior to the proposal deadline.

(7) After year one (1) of this grant award program, the Division of Vocational and Adult Education will give continued funding priority to those high school districts that have previously had grant proposals approved and are seeking additional annual funding to implement their three (3)-year plan.

(8) The designated A+ Schools Program coordinator shall be employed no less than half time without additional district responsibilities, and have specified coordination and implementation duties to administer the district's proposed A+ Schools Program objectives. In addition, the designated individual must possess a valid Missouri secondary teacher or administrator certificate.

(9) To maintain eligibility to continued funding under this grant award program, participating public high school districts must—

(A) Accomplish at least the following requirements during the first grant award year:

1. Establish measurable district-wide performance standards for each of the three (3) established program goals and specific measures to determine attainment of each standard;

2. Demonstrate that developmental activities have taken place within the district or high school to specify the knowledge, skills and competencies, in measurable terms, that students must demonstrate to successfully complete all of the individual courses offered by the school, and in any course of studies which will qualify students for graduation from high school;

3. Demonstrate that developmental activities have taken place within the district or high school to measure and record mastery of each item of knowledge, skill or competency identified;

4. Demonstrate that procedures have been implemented within the district or school to eliminate the offering of a general track of courses that do not provide sufficient preparation for students upon graduation to successfully enter and progress in employment or postsecondary studies;

5. Establish a schedule of rigorous coursework with standards of competency in basic academic subjects for students pursuing vocational and technical education;

6. Organize a local advisory committee of at least two (2) individuals representing each of the following groups to cooperatively develop the school's partnership plan:

A. Business person;

B. Labor leaders;
C. Parents; and
D. Community college and postsecondary vocational or technical schools; and

7. Develop the school's partnership plan as specified in this rule;

(B) Accomplish at least the following requirements during the second grant award year:

1. Demonstrate that specific knowledge, skills and competencies have been identified, in measurable terms, that students must demonstrate to successfully complete all individual courses offered by the school, and any course of studies which qualify students for graduation from the school and are a part of the school's curriculum;

2. Demonstrate that specific measurement and student mastery recordkeeping procedures have been developed for each item of knowledge, skill or competency identified for each individual course that the school offers;

3. Demonstrate that continued action has taken place within the district or school to eliminate the offering of a general track of courses;

4. Demonstrate that a review for the purposes of updating the school's partnership plan has taken place with information received from the individuals who originally assisted in developing the plan; as well as senior citizens, community leaders and teachers;

5. Show evidence that a reduction in the number of high school students dropping out of school has occurred;

6. Show evidence that procedures to ensure students who plan to participate in the A+ Schools Program financial incentives understand that—

A. Student financial incentives will be available for a period of four (4) years after high school graduation;

B. To be eligible, each student must enter into a written agreement with the school prior to high school graduation and—

(I) Have attended a designated A+ School for three (3) consecutive years prior to high school graduation;

(II) Graduated from high school with a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale, or graduated from a high school with documented mastery of institutionally identified skills that would equate to a two and five-tenths (2.5) grade point average or higher;

(III) Have at least a ninety-five percent (95%) attendance record for the three (3)-year period;

(IV) Performed fifty (50) hours of unpaid tutoring or mentoring for younger students; and

(V) Maintained a record of good citizenship and avoidance of the unlawful use of drugs;

C. To maintain eligibility, each participating student must during the four (4)-year period of incentive availability—

(I) Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school; and

(II) Maintain a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale;

D. The tuition incentives will be made available only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment; and

E. The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal postsecondary student financial assistance funds have been applied to these costs.

7. Show evidence that procedures are in place to document student attainment of the qualifications of the A+ Schools Program student financial incentives while in high school as specified in this rule, and the ability to provide this information to the institutions that graduates choose to attend as well as to the department; and

8. Provide the results of the evaluation of the schools first year implementation of the A+ Schools Program and a plan for improvement for any negative findings; and

(C) Accomplish at least the following requirements during the third grant award year:

1. Demonstrate that the district or school has eliminated offering a general track of courses;

2. Demonstrate that an annual review process to update the school's partnership plan is in place;

3. Show evidence that a reduction in the number of high school students dropping out of school is continuing;

4. Show evidence that procedures are in place to document student eligibility in the A+ Schools Program student financial incentives; and

5. Provide the results of the evaluation of the school's second year implementation of the A+ Schools Program and a plan for improvement for any negative findings.

(10) Public high schools shall be designated by the department as A+ Schools when they demonstrate that they have—

(A) Made significant progress or attained the three (3) established program goals of the A+ Schools Program; and

(B) Met the established program requirements of the A+ Schools Program.

(11) In order to maintain designated A+ School status, a public high school must—

(A) Sustain or improve its persistence to graduation rate;

(B) Demonstrate a continued reduction in the number of students who drop out of school;

(C) Continue to meet the established program requirements of the A+ Schools Program;

(D) Sustain or improve its placement rate of graduates who continue their education at four (4)-year colleges or universities, community colleges, or vocational or technical schools, or enter employment in a high wage job with work place skill development opportunities;

(E) Maintain a system of reporting student eligibility for the A+ Schools Program student financial incentives; and

(F) Submit an A+ School annual report as prescribed by the department.

(12) Missouri public community colleges and vocational or technical schools shall verify, for each student intending to participate in the A+ Schools Program student financial incentives at their institution that—

(A) During the first semester of the student's participation—

1. Verification of student eligibility has been received from the high school from which the student graduated;

2. The eligible student is enrolled as a full-time student;

3. A good faith effort has been made to secure federal postsecondary student financial assistance funds; and

4. The amount of A+ Schools Program student financial incentive funds necessary to cover the remaining costs of tuition, books and fees to attend, after applying any secured federal postsecondary student financial assistance funds; and

(B) During the second and subsequent semesters of the student's participation—

1. The eligible student continues to be enrolled as a full-time student;

2. Good faith efforts continue to be made to secure federal postsecondary student financial assistance funds;

3. The student has earned and maintains a grade point average of two and five-tenths

(2.5) points or higher on a four (4)-point scale; and

4. The amount of A+ Schools Program student financial incentive funds necessary to cover the remaining costs of tuition, books and fees to attend, after applying any secured federal postsecondary student financial assistance funds.

AUTHORITY: section 160.545, RSMo Supp. 1993. Original rule filed Nov. 10, 1993, effective June 6, 1994.*

**Original authority: 160.545, RSMo 1993.*

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 represent-

ing 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 four (4)-year college 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;

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

3. Not be less than one hundred dollars (\$100) per item purchased.

(3) A request for proposals will be made available to eligible institutions by the Division of Vocational and Adult Education by January 1 of each fiscal year. Applicants must develop a grant proposal and forward it to the division no later than March 31 of each fiscal year 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 expenditure;

(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 will be revised to meet or exceed the performance standards adopted by the State Board of Education, with the advice and counsel of the Commission on Performance, as established by the Outstanding Schools Act;

(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 four (4)-year college 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 Employment Security, Department of Labor and Industrial Relations, 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 Employment Security, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state.

(A) The initial implementation year of the Vocational-Technical Education Enhancement Grant Award Program will begin on July 1, 1994. The Division of Vocational and Adult Education, as a means of providing sufficient planning time for eligible institutions to prepare grant proposals, shall use a list of demand occupations as prepared by the Missouri Occupational Information Coordinating Committee. This list will be developed prior to December 1, 1993.

(B) For subsequent years, the Division of Vocational and Adult Education will use the list prepared by the director of the Division of Employment Security.

(C) 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 1994. Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov. 22, 1994, effective June 30, 1995.*

**Original authority: 178.585, RSMo 1993.*