

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: April 16, 2009

REVISED: October 20, 2011

201. ADMISSION OF STUDENTS	
<p>1. Purpose</p>	<p>The center accepts the responsibility of providing a free and full education to all students who reside within the boundaries of the participating school districts.</p> <p>The goal of the center is to enroll students in programs that meet their interests and abilities and prepare them for future education or employment opportunities.</p>
<p>2. Authority SC 1840.1, 1841, 1850.1 Title 22 Sec. 4.31, 4.35</p> <p>Articles of Agreement</p>	<p>The Joint Operating Committee shall establish requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students.</p> <p>Such requirements shall be in accordance with the provisions of the Articles of Agreement.</p>
<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 4.31</p> <p>SC 1850.1 Title 22 Sec. 4.31</p> <p>Title 22 Sec. 4.31</p> <p>Pol. 103 Title 22 Sec. 4.4</p>	<p>The Administrative Director or designee shall be responsible to develop procedures to implement this policy, including the following:</p> <ol style="list-style-type: none"> <li>1. All students and parents/guardians residing in participating districts shall be informed of the students' right to participate in vocational technical programs and courses.</li> <li>2. Written criteria for evaluating the admission of eligible students shall be developed and distributed.</li> <li>3. Course announcements, guidance materials, and other communications shall convey the philosophy of equal access to vocational technical programs and shall include admissions criteria and procedures.</li> <li>4. The center shall not discriminate in any way on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, or age with regards to the admission of students.</li> </ol>

<p>4. Guidelines</p>	<p><u>Student Application And Selection</u></p> <p>All interested 10<sup>th</sup> grade students shall have the opportunity to visit the center prior to student scheduling for the next school year for the purpose of touring and observing the center in operation. Transportation will be furnished by the center.</p> <p>Each year, the Administrative Director or designee will speak in assembly to all participating schools concerning curriculum offerings, entrance requirements, and enrollment procedures.</p> <p>Guidance counselors of participating school districts are expected to meet with students expressing interest in a vocational technical program. Brochures and applications will be distributed to those students having an interest in the program. Information contained on the application will include the following: major course selection, alternate course selection, past academic record (to be supplied by the sending school), attendance record, parental consent, and any information which would be helpful in understanding the student's goals and objectives.</p> <p>The application must be approved by the parent/guardian and returned to the guidance counselor, who shall ensure that the required information on the application is completed.</p> <p>All students making application shall be tested for general aptitude.</p> <p>Guidance counselors of participating school districts will review major course selections and profiles with the students after receiving test results in order to ascertain that the course selections are realistic and within the capabilities of the student. Recommendation of students to a vocational technical program must be made in writing by the guidance counselor and/or building principal of the participating school district.</p> <p>All applications will be reviewed by the center. Students will be selected on ability, interest, determination, and need for the program.</p> <p>Guidance counselors of participating school districts may schedule students for interviews with designated staff members of the center. A mutually agreeable schedule for the interview dates will be worked out between the participating school district and center.</p> <p>The following information shall be available to the interviewer at the time of the</p>
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	<p>interview:</p> <ol style="list-style-type: none"><li>1. The aptitude of the student for the applicable vocational technical program.</li><li>2. Other factors to ensure fair access of students to the vocational technical programs that do not unfairly penalize students who have not achieved high grades in academic subjects, but who otherwise qualify for and are likely to succeed in the program.</li><li>3. Student application.</li><li>4. Cumulative folder.</li><li>5. Scholastic progress, if separate from cumulative folder.</li><li>6. Student assessment results, if available.</li><li>7. Attendance record, if separate from cumulative folder.</li><li>8. Additional information considered relevant by the guidance counselor of the participating school district.</li></ol> <p>The final selection of all students will be jointly agreed upon by the center and local sending school.</p> <p>No student will be denied the opportunity to attend the center due to his/her geographic location within the attendance area and/or participating districts.</p> <p>If for any reason a student is not able to enter the major field of his/her choice, an alternate course selection will be considered.</p> <p>Every effort will be made to adjust the student's scheduled curriculum so it may meet the needs of the student as well as his/her ability to do the work.</p> <p>No student will be required nor permitted to stay in the program in which continued ability to perform satisfactorily is not maintained.</p>
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