

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: ADMISSION/SELECTION OF STUDENTS

ADOPTED: August 21, 2003

REVISED: October 16, 2008, January 19, 2012, December 20, 2012, October 22, 2019, November 16, 2023

201. ADMISSION/SELECTION OF STUDENTS	
<p>1. Purpose</p>	<p>The Joint Operating Committee desires to enroll students in programs that meet their goals and abilities and to 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>Education of the Handicapped Act Sections 612, 614, 615</p>	<p>The Joint Operating Committee shall establish requirements for admission of students that are consistent with statutes, regulations and sound educational practice, such that all eligible students are treated equitably.</p> <p>Such requirements shall be in accordance with the provisions of the Articles of Agreement.</p> <p>Students with disabilities who have Individualized Educational Programs (IEP's)/504 Plans shall, with respect to career and technical education programs, be afforded the rights and protection guaranteed such students under the law. Admissions of students with IEPs will be determined by an IEP team. At the student's IEP/504 Plan meeting the Team (including the LEA) will discuss the current plan(s) and make revisions for placement, program (technical program), and supports and interventions appropriate to the students' needs. Students with IEP and 504 Plans will be entitled to services according to their IEP and 504 Plan.</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>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"> 1. All students and parents/guardians residing in participating districts shall be informed of the students' right to participate in career and technical programs and courses. 2. Written criteria for evaluating the admission of eligible students shall be developed and distributed.

<p>Title 22 Sec. 4.31</p>	<p>3. Course announcements, guidance materials, and other communications shall convey the philosophy of equal access to career and technical programs and shall include admissions criteria and procedures.</p>
<p>Title 22 Sec. 4.4</p>	<p>4. The school shall not discriminate in any way on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age, or handicap/disability with regard to the admission of students.</p> <p>5. CCTI personnel involved in recruiting and informational sessions (tours, orientations, course selection meetings, etc.) will promote non-traditional participation in CTE areas.</p>
<p>4. Guidelines</p>	<p>Carbon Career & Technical Institute shall provide an extensive orientation for prospective students and select students for admission on an equitable basis. However, enrollment is limited, to the extent that space constraints exist in a number of program areas.</p> <ol style="list-style-type: none"> 1. The school shall present an orientation program at each district school and/or at CCTI. At that time, details of courses offered will be discussed in conjunction with the course description booklet. Admissions criteria and school expectations shall be outlined. The orientation may be followed by a tour of the school depending on district policy. 2. Admissions shall be conducted on a rolling basis. Applications are accessible on our website (www.carboncti.org) and in our sending schools guidance offices and shall be returned to CCTI as early as possible. Carbon Career & Technical Institute staff members shall share program information with as many students as possible, individually or small groups, in each district. 3. Students applications shall be considered complete and processed with the following items: <ol style="list-style-type: none"> a. Attendance & Discipline report. b. Report card at time of application. c. Report card or transcript for grade(s) completed prior to current year. d. Keystone exam(s) score report(s) & Grade 8 PSSA Score report. e. Section 504 and IEP, if applicable. Admission will be consistent with 504 f. Fully completed application form/checklist. 4. Juniors and sophomores will be admitted only if they: <ol style="list-style-type: none"> a. have successfully achieved sophomore or junior standing according to the criteria of their home school and b. have successfully completed all previous high school level(s) of

English, Science, Social Studies, and an Algebra course (the latter in some fashion).

Freshmen will be admitted only if they:

- a. have successfully achieved 9th grade status according to the criteria of their home school district and
- b. passed 8th grade English, Mathematics, Social Studies, and Science (English and math with a B average or better).

Based on a review of attendance and disciplinary records, students and parents/guardians at any level may be asked to sign behavioral/attendance agreements to ensure their commitment to their chosen field of study.

All requests by students to transition from half-time to full-time status are subject to a review of records to determine eligibility.

Candidates who do not meet the above criteria may be accepted if their sending district does not have enough qualifying candidates to meet their quota.

5. Freshmen candidates who have previously completed a 6th, 7th, or 8th grade Career Academy Camp and/or similar exploratory program, and meet the above criteria will be given priority.
6. Every effort shall be made to provide the first choice to every applicant. An applicant's second choice shall be considered whenever openings exist and whenever proper counseling and awareness of the program have occurred.
7. FLEX students are encouraged (grade 12 only). Grade 12 students with no earned career and technical school credits may only be considered for enrollment as FLEX students, provided they meet the prescribed criteria. FLEX students shall be admitted on a semester by semester basis, and only in situations where an opening exists in the requested program.
8. Those students accepted for admission shall be notified in writing. Applicants who cannot be enrolled because of class size shall be placed on a waiting list.
9. Students who reside in member districts, but attend nonpublic schools, will be given equal consideration for admission and will be considered a part of that school district's allotment.

<p>22 Pa Code Sec. 339.21</p>	<p>10. Enrollment of students as 9th graders shall be encouraged, but limited to a number per district set annually by the Joint Operating Committee consistent with the ability to deliver three 15 day exploratory CTE sessions. The member districts will recommend those students based on the criteria for freshmen listed in this policy and forward their applications to CCTI.</p> <p>11. Admission to a specific career and technical program shall be based on student parent choice. Any conflict resulting from established admission policy or procedures shall be resolved through the use of the existing school student grievance policy. If the Joint Operating Committee refuses admission, a student may appeal its decision to the State Board of Vocational Education.</p>
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