

# SUN AREA TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: March 21, 2002

REVISED: February 18, 2010

| 201. ADMISSION OF STUDENTS   |  |
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| <p>1. Purpose</p>  | <p>The goal of the Technical Institute is to enroll students in programs that meet their interests and abilities and prepare them for future education or employment opportunities.</p> <p>The Joint Operating Committee is committed to offering quality career and technical education to the secondary students of the participating districts. The Technical Institute is approved for a one-year program and therefore offers career and technical courses for the member districts.</p>  |
| <p>2. Authority<br/>SC 1840.1, 1841,<br/>1850.1<br/>Title 22<br/>Sec. 4.31, 4.35</p> <p>Articles of<br/>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>The Joint Operating Committee shall admit students to the Technical Institute in conformity with established rules, regulations, and procedures for admission and in cooperation with member school districts. Such requirements shall be in accordance with the provisions of the Articles of Agreement.</p>  |
| <p>3. Delegation of<br/>Responsibility</p> <p>Title 22<br/>Sec. 4.31</p> <p>Title 22<br/>Sec. 4.31</p> <p>Title 22<br/>Sec. 4.4<br/>Pol. 103</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 member districts shall be informed of the students' right to participate in career and technical programs and courses.</li> <li>2. 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.</li> <li>3. The Technical Institute 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 regards to the admission of students.</li> </ol> |

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| <p>Pol. 103</p> <p>4. Guidelines</p> | <p>4. The Technical Institute admits students without regard to an applicant’s race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.</p> <p>The admission of student guidelines will address two (2) issues:</p> <ol style="list-style-type: none"> <li>1. Allotment/Enrollment of students from each member district.</li> <li>2. Over-enrollment of students that exceeds a district’s allotment in a program for vacant seats unfilled by other member districts.</li> </ol> <p><u>Allotment/Enrollment</u></p> <p>Each member district has a fixed number of seats allotted at the Technical Institute. This number is based on the percentage average daily membership of resident students in grades 10, 11, and 12 of the preceding year, in each member school district. If a member district shall not fill its quota of students, vacancies shall be distributed among the participating school districts wishing to send additional students.</p> <p>High schools own seats for the upcoming school year, until May 1<sup>st</sup> of the current school year. After May 1<sup>st</sup>, all seats are considered open to allow for the following considerations:</p> <ol style="list-style-type: none"> <li>1. Cosmetology students – summer program (first meeting is in mid-May).</li> <li>2. Dental, Health, Food Service, Police – students are required to have physicals, shots, background clearances and uniforms.</li> <li>3. Adult students – contracts are due in June; interviews and financial commitments are required (SUN Tech does not currently schedule adults for classes with less than three (3) open seats).</li> <li>4. Tuition students – Non-SUN district students (Milton, Warrior Run) need Board approval to enroll.</li> </ol> <p>High schools determine the students that will receive an allotted seat. Selection of students is based on the member district criteria.</p> <p>SUN Tech does not retain a policy on student selection. It is up to each member district to institute their own policy for selection of students into programs.</p> |
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Students who attend the Technical Institute are processed by the member district school guidance counselors. Projected enrollment for the following school year is due February 1<sup>st</sup>, when all member district school counselors furnish the number of students for programs, which their students have chosen.

All names of secondary students, their program selection, and a waiting list will be submitted to the Technical Institute no later than March 1<sup>st</sup> of each school year for the following school year.

Completed Enrollment Data Forms (SUN AT3120) must be submitted before a final decision can be made on a student's status. All unfilled seats will be available May 1<sup>st</sup> to member districts with waiting lists for programs.

Over-Enrolled Programs

Because of the one-year program offering, it was agreed seniors within a district should have first chance to participate in the programs.

If a district seat is open with no interested seniors from that district, then an underclassman from that district may have the seat. No district is obligated to allow a senior from another district to have the seat.

If a district seat is open after May 1<sup>st</sup> with no immediate candidate for the seat (no waiting list submitted by March 1<sup>st</sup> for said district), then the opening is made available to the other districts.

If a district drops a student from a program at any time, that district may fill their seat with another student by:

1. Drawing from their previously submitted and maintained waiting list.
2. Contacting SUN Tech via e mail or phone with the name of a student to fill the vacancy.

After May 1<sup>st</sup>, if more than one (1) district has students interested in an open seat, the open seat(s) will be filled based on the predetermined Sending School Rotation Schedule for that particular school year as maintained by the SUN Tech Guidance Department.

If a district drops a student from a program after the start of the school year for any reason:

1. Said district may replace that student as outlined above.

2. Said district may choose not to fill the open seat and the seat will then go back in to the predetermined Sending School Rotation Schedule.

(See Guideline 201, Admission of Students for Oversubscribed Programs.)

Structured assessment process for final selection of candidates may include:

1. Essay.
2. Interview.
3. Practical test administered by SUN Tech instructors.

#### Nonpublic Students

Students who reside in member districts, but attend private/nonpublic schools, will be given equal consideration for admission and must enroll in their sending school district and meet all admission/academic requirements and will be considered a part of that school district's allotment.

#### Post High School/Adult Students

SUN Tech will allow post high school students to enroll, providing the students meet the requirements of existing student selection criteria. Post high school students will be admitted after all regular high school students are placed, except in those programs organized explicitly for post high school students. Post high school students need a valid Criminal Background Check (Act 34) and Act 151 clearance.

Students over twenty-one (21) years of age shall be required to pay tuition based on an hourly fee as established by the Joint Operating Committee.

The Adult Education Coordinator is responsible for administering the adult student selection program. Programs with three (3) or less open seats will not be considered as available for adult students to enroll in.

#### Admissions Procedures

Admissions procedures are set within each of the member districts for students electing to enroll at SUN Area Technical Institute.

Enrollment Data

The Administrative Director shall make periodic reports to the Joint Operating Committee and to members of the Administrative Advisory Committee concerning the enrollment of students in the Technical Institute.

The enrollment data shall include the number of students enrolled by grade with residence in the member districts and tuition students.

In cases where students discontinue enrollment in the Technical Institute, the guidance or district attendance personnel of the participating school districts shall be notified promptly.

Other information which relates to enrollment and program openings for future enrollments shall be made periodically and upon request to member districts and the Joint Operating Committee.

References:

School Code – 24 P.S. Sec. 1840.1, 1841, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.31, 4.35

Joint Operating Committee Policy – 103

Articles of Agreement