SUN AREA TECHNICAL INSTITUTE

SECTION: COMMUNITY

TITLE: RELATIONS WITH

EDUCATIONAL INSTITUTIONS

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912. RELATIONS WITH EDUCATIONAL INSTITUTIONS

1. Authority

The school in which students are in attendance has the responsibility and authority for them. In order for those students to receive maximum benefit from their program of studies, articulation between the career and technology center and the participating school districts is essential.

It is the policy of the Joint Operating Committee that lines of communication be maintained with institutions that provide programs, training or services available to students and with participating districts whose resident students are enrolled in programs of the center.

Delegation of Responsibility Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Administrative Director or designee.

3. Guidelines

Receiving District

- 1. Provide annually a complete description of all programs available to students of the sending district(s).
- 2. Provide an orientation program for incoming students of sending districts.
- 3. Assure that unusual traits of individual students entering this center have been made known to the staff members who could be of most assistance to the students.
- 4. Provide an adequate student progress report for sending districts to permit said districts to evaluate the educational preparation of their students.
- 5. Inform the sending district of any serious discipline problems encountered with students from their district.

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Sending District 1. Establish programs to ensure that students of participating districts are properly prepared to enter the center. 2. Establish programs prior to the senior year to inform students of the options that are available at the center during their senior year. 3. Develop procedures to follow the progress of the center's students during their career at the center. 4. Keep the Joint Operating Committee informed of any problems of an individual or group nature that may adversely affect the educational progress of the center's students. Institutions of Higher Education 1. Welcome representatives of institutions of higher education who wish to speak to students interested in attending their institutions upon completion of secondary education. Pol. 407 2. Cooperate with state institutions in the placement and evaluation of practice teachers in accordance with Joint Operating Committee policy on student teachers. Pol. 216 3. Honor all requests for transcripts and other records in accordance with the Joint Operating Committee's policy on student records. 4. Encourage local colleges to offer college level courses for credit in the center to qualified undergraduates and adult or continuing education participants. 5. Encourage local colleges to provide graduate level courses for the benefit of staff members in the center or at the college site.