

Regulation

ADMISSIONS

How to Apply

A. Students interested in attending Cape May County Technical High School (“High School”) or the Career Technical Shared Time Program (“Career Technical Program”) should complete and submit the District’s Application Form to the Admissions Coordinator, Cape May County Technical High School, 188 Crest Haven Road, Cape May Court House, New Jersey 08210.

B. Applications to both the High School and Career Technical Program are accepted on a rolling basis from October 1 of the previous year but no later than October 1st of the current year to be considered for that school year. Untimely applications will not be considered. Student applicants are to remain at the sending school until the completion of the application process, a decision has been made on the application, and the student has been enrolled in the District. Applications shall be considered on a rolling basis until enrollment in the District is complete.

C. Application materials shall consist of the following:

1. The District’s Application Form;
2. Academic transcripts or report cards, to the extent transcripts are not available, from the student’s current school year and previous two school years;
3. Attendance records from the student’s current school year and previous two school years;
4. Standardized test scores for the current year and previous two school years;
5. Disciplinary records from the student’s current school year and previous two school years;
6. Most recent IEP and/or 504 plan and all current evaluations (if applicable); and
7. Health record.

D. Parents/guardians or adult students completing the District’s Application Form shall authorize the student’s current school district to release the applicant’s pupil records to the District. The District will obtain the pupil records directly from the sending district.

Evaluation Process

A. An Admissions Committee is responsible for evaluating the qualifications of the student applicant and making admissions recommendations. The Committee will consist of the principal, one or more counselors, and the Director of Guidance and Special Education. Other professionals may be added as appropriate, except that the Superintendent of Schools shall not act as a member of the Admissions Committee.

B. An Enrollment Coordinator shall be responsible for coordinating the enrollment process, but shall not serve as a member of the Admissions Committee. The Enrollment Coordinator shall verify that an applicant's packet of application materials is complete. Parents or guardians will receive prompt notification when the required application materials have been received, or if the sending district fails to send any requested application materials to the District.

C. Upon receipt of the District's Application Form, the Enrollment Coordinator shall send notice to the parent(s)/guardian(s) and adult students dates and times for the applicants to take the standardized assessments. The District shall provide accommodations for applicants who need them in accordance with an applicant's IEP and Federal and State laws and regulations. Applicants shall be notified in writing of the results of their assessments in a timely manner.

D. Once all of an applicant's application materials are received, the Enrollment Coordinator shall submit the following application materials to the Admissions Committee for consideration:

1. The District's Application Form;
2. Academic transcripts and report cards, to the extent transcripts are not available, from the student's current school year and previous two school years;
3. Attendance records from the student's current school year and previous two school years;
4. Standardized test scores for the current year and previous two school years;*
5. Disciplinary records from the student's current school year and previous two school years;

*Any accommodations given to the applicant for the standardized assessment shall be shielded from the Admissions Committee.

The Enrollment Coordinator shall not provide the applicant's IEP and/or 504 plan, evaluations, or the applicant's health record to the Admissions Committee, but shall hold on to those records until after the Admissions Committee completes the evaluation process set forth below. The Enrollment Coordinator shall keep confidential the fact that an applicant has an IEP and/or 504 plan and shall not report that information to the Admissions Committee before or during the evaluation process unless an applicant or an applicant's parent or guardian requests that the Admissions Committee be provided with that information. Such a request shall be made voluntarily by the applicant or the applicant's parent or guardian, and shall not be at the request of the Enrollment Coordinator or other district employee.

E. Each application shall be evaluated to determine whether the applicant demonstrates the potential for success in a technical high school setting. For the High School, that may include meeting the requirements set by the State of New Jersey for a high school diploma as well as technical task competencies in a chosen specialty. The Committee shall evaluate an applicant for admissions to either the High School or Career Technical Program in accordance with the following process:

1. Review the applicant's academic transcript and/or report cards to determine whether the applicant has demonstrated grade-level proficiency;
2. Review the applicant's attendance record to determine whether the applicant has a history of acceptable attendance as required by the New Jersey Department of Education;*

3. Review the applicant's standardized assessments to determine whether the applicant scored at grade equivalency and/or proficiency; and
4. Review the applicant's discipline record to evaluate whether the applicant has a history that reflects a regard for the rules and regulations of the school previously attended.

*The Committee shall recognize that such a standard may be modified as a reasonable accommodation.

F. Each Committee Member shall evaluate the above-mentioned criteria. After the Committee engages in the aforementioned process, each Committee member shall make a recommendation whether: (1) to accept the applicant to the High School; (2) accept the applicant to the Career Technical Program; (3) request more information if the Committee member is unable to make a determination based on the information provided, which causes the application to be pending; (4) reject the applicant; (5) or place the applicant on a Wait List. A Committee member shall recommend that the applicant be accepted if the application indicates a potential for success in the technical high school setting. A Committee member may recommend that an application be rejected if the information available indicates a serious question about the applicant's ability to handle the rigors of academic as well as technical instruction simultaneously, demonstrating that the student may be better served with a traditional high school curriculum.

G. After each Committee member makes his or her recommendation, the application materials shall proceed to the Principal. If the recommendations are evenly split or where no consensus has been reached on the applicant, the Principal shall make a final determination. The Enrollment Coordinator shall notify the applicant, in writing, of the Committee's determination. Such notice shall include an explanation of the reason for that decision and how the applicant may appeal the decision. Decisions on the candidacy of each applicant will be communicated promptly to the parent/guardian or adult student on a rolling basis.

H. If the final determination is to accept the applicant into the High School or Career Technical Program, the determination must be communicated to the Enrollment Coordinator, who shall review the application to determine whether the applicant has an IEP and/or 504 Plan. If the application materials indicate that an applicant has an IEP and/or 504 Plan, the Enrollment Coordinator shall release those documents and any evaluations to the District's Child Study Team. The Enrollment Coordinator shall also release a student's health records to the appropriate District personnel.

Appeal Process

A. The Admissions Committee shall follow the following appeal procedure for applicants who wish to appeal the Committee's rejection of his or her application:

1. The applicant shall submit the Admissions Appeal Form to the Admissions Committee, which shall allow the applicant to request an in-person meeting before the Committee.
2. When completing the Admissions Appeal Form and when participating at any requested in-person meeting before the Committee, the applicant may present information about why the applicant believes he or she should be admitted into the District, such as circumstances

beyond the student's control and any additional information shedding light on circumstances that was not submitted at the time of application review but that may have impacted the student's academics, attendance, or discipline. Because the Committee is unaware of an applicant's IEP and/or 504 Plan during the initial review process, at the time of an appeal an applicant may present information pertaining to his or her IEP and/or 504 Plan if the applicant believes the Committee should consider it on appeal. Such information shall be provided voluntarily and shall not be requested by the Committee; however, during the appeals process, the Committee may remind applicants that during the admissions process the Committee is unaware of an IEP or 504 Plans and for that reason applicants may, in their discretion, provide the Committee with information related to same if they believe the Committee should consider it during the appeal.

3. If an in-person meeting is requested, said meeting shall not exceed thirty (30) minutes in length
4. The Principal shall determine which members of the Committee shall participate in the appeal process, including any in-person meeting that is requested.
5. The Committee or designated members of the Committee may make its determination of the appeal based on the completed Admissions Appeal Form and any corresponding documentation provided, or, upon the information provided during an in-person meeting if a meeting is requested by the applicant. Any Committee member considering the Appeal may determine whether to alter his or her initial recommendation.
6. Although designated Committee members may consider the appeal, the Principal shall make the final determination whether to admit or reject the applicant.
7. The Committee, or a representative of the Committee, shall provide written notification to the applicant of its decision on the appeal.
8. The decision of the Admissions Committee shall be final and no further appeals may be filed.

B. Appeal hearings shall be heard on the first Tuesday of the first week of February, April, June, and August, unless such date is a Holiday, in which case the hearing shall be heard on the following day on which school is in session. An appeal hearing shall take place on the appeal hearing date next following receipt of the request for appeal. Applicants shall be informed of the decision on the appeal no later than fifteen days following the appeal hearing.

Admission of students from non-public educational settings:

A. Students from non-public educational settings are required to enroll in their home district public school. The following information is required:

1. Students from nonpublic settings shall provide the standard application form according to district admission time lines;

2. Proof of immunization and other medical records as required by law;
3. Other supporting documentation and records required as part of the public school admissions procedure. Where these records are unavailable due to the nature of the nonpublic setting, a statement describing the reason for lack of records and addressing the achievements of the child in relation to the required records may be requested;
4. Documentation indicating achievement of last completed grade or, in the case of home instruction, submission of a course of studies completed;
5. Verification of reading, math, and writing levels through standardized testing administered through the Technical High School.
6. Verification of certain academic course completions and earned credits as aligned to the New Jersey Department of Education graduation requirements;
7. Transportation for testing is the responsibility of the parent or guardian;
8. The summer Bridging Program may additionally be required for appeal students;

Enrollment Criteria – Post-Secondary/Adult Students

A. Criminal checks:

1. To ensure compliance with Megan's Law and applicable state statutes, a criminal background check will be required of all post-secondary students prior to their admission to class. The associated fees are included in the student's tuition and fee costs.
2. The student must complete a two-tiered background check. The first is a Police Check Waiver form completed by a local municipality.
3. Simultaneously, a fingerprint background check will be required to be submitted. When those two background checks are in process, the student may then complete the admission process. If any student whose background check reveals a Megan's Law offender violation or any other similar/applicable State/Federal statute, he/she will be administratively withdrawn from the program in which conditionally enrolled. The identified individual will not be entitled to any refund of monies already paid and he/she will be reported to the appropriate law enforcement authorities.

B. Some programs are open to post secondary student enrollment. Post-Secondary students are defined as individuals who have a high school diploma or equivalent and are pursuing a technical area full-time.

C. Post-Secondary students may acquire applications and information pertaining to available courses, the required application process, current fees, available means of financial assistance, and pre-entrance testing, if applicable. A conference may be requested for additional information.

D. A completed application and the fee payment, if applicable, are due in the Adult Education Office prior to the student's being admitted to class.

E. A letter of acceptance is sent to the student upon enrollment

Program and Enrollment – Adult High School Students

A. The adult high school program is available to adults 17 years of age and above who are not enrolled in a high school program. Seventeen-year-old students will be considered for enrollment only if a certificate of non-enrollment is signed by the parent of the student seeking enrollment.

B. Adult high school students are not assessed enrollment fees.

C. Upon receipt of transcripts from the last school attended, the adult high school counselor indicates to the student the number of prior credits that will be accepted and the number of credits that must still be taken to qualify for the adult high school diploma.

D. A notification of acceptance into the program is transmitted to the student from the adult high school supervisor upon enrollment approval.

E. Adult high school enrollment is accepted through October 15 for the first semester and through February 15 for the second semester.

F. All students shall be subject to the rules, policies, and procedures established by the New Jersey Department of Education for adult high school candidates.

Medical History Requirements for all Students

The District does not discriminate in enrollment practices based on physical condition or history. However, in order to ensure that every student is participating in a program that is appropriate and safe, the following procedures will be followed:

A. Before attending a class, each student must present a health history form which shall be prepared by the parent/guardian, the student or the home school nurse based on information contained in the student's permanent health record.

B. If the health history form contains any indication that the student is currently, or has in the past, exhibited any of the following conditions or symptoms, the health history and physical examination must be reviewed by the vocational school physician prior to placement in the program. Conditions which warrant this review include:

1. Seizure disorders
2. Diabetes
3. Hypoglycemia
4. Cardiac problems
5. Serious emotional disorders

6. Any other impairment or illness which could interfere with functioning in a technical training setting.

C. If the health history contains any indication that the student is currently, or has in the past exhibited any of the following conditions or symptoms the District may require that the student's health history and physical examination be reviewed by the school physician. Conditions which may warrant this review include:

1. Any medical problem requiring medication in or out of school
2. Orthopedic problems
3. Hypertension
4. Any type of prosthesis
5. Organ transplants or removal
6. Allergies (especially to bee stings)
7. Neurological impairments
8. Asthma
9. Eye problems, e.g., glaucoma, cataracts, color blindness
10. Chronic illness, e.g., Hodgkin's disease, cystic fibrosis, etc.
11. Any other impairment or illness which could interfere with functioning in a technical training setting.

D. The purpose of the review by the physician is to determine if the student's health problem will create a serious safety risk to the student if the student is accepted into the District, and whether and how the District may reasonably accommodate for any health problem. In the event of a determination of a serious safety risk or the need for an accommodation, the physician shall contact the Principal, who shall contact the parent(s) or guardian(s) to discuss the physician's concerns. The District shall follow all relevant Federal and State laws, including Section 504 of the Rehabilitation Act, when determining whether a student's health problem prevents acceptance into a particular program or participation in a particular activity.

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