



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- I. **PURPOSE:** To provide criteria and procedures for admissions and criteria and procedures for exiting the Technical Academy Program.

- II. **BACKGROUND:**
 - A. The Technical Academy Program has evolved from the career preparatory program previously known as the “Occupational Skills Program”. Students have a choice of technical fields in which to gain skills and knowledge that will benefit them in three ways.
 1. The skills and knowledge may be an asset for a college major in a technical field, or for advanced training after high school.
 2. The skills and knowledge may provide access to a technical career right after graduation, if going to college is postponed or not considered.
 3. The skills and knowledge may lead to good employment opportunities to help with college and other expenses.

 - B. Technical Academy programs can be completed in one or two years depending on the program. They can be taken in either the 11th or 12th grade. Exceptions are: 1) Auto Body Repair Careers, Automotive Technician Careers, Barbering/Hairstyling Careers, Cosmetology Careers, Drafting/CAD Careers, Computer and Electronics Service Careers, Computer Networking Careers, Plumbing and Heating Careers and Welding Careers which are 2-year programs that must start in the 11th grade; and 2) Nursing/ Medical Careers, which is a program available only to seniors. Juniors who complete a program will return to their home high school for the senior year and graduate with their class. Seniors who complete a one-year program will have the option to graduate from their home high schools. Seniors who complete a two-year program will graduate from the host high school. Students accepted into a Technical Academy center in their region will have school bus transportation provided.

 - C. There are six Technical Academy Centers, each located at a host high school: Bladensburg, Laurel, Suitland, Crossland, Gwynn Park, and Dr. Henry A. Wise, Jr. The student’s current high school, legal residence address and choice of a Technical Academy specialization will determine which Technical Academy Center he/she would attend. Transportation by



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

school bus will be provided to and from the assigned Technical Academy Center.

- III. **DEFINITIONS:** The following definitions apply to the content of these Administrative Procedures.
- A. *Technical Academy Program* - The collection of high school career preparatory programs, offered only at Technical Academy Centers, which provide students with technical skills and knowledge for: 1) entry into a technical career, and/or 2) post-secondary technical career preparation.
 - B. *Technical Academy Center* - A location where an array of Technical Academy Program specializations is offered.
 - C. *Technical Academy Specialization* - A particular career field selected by a student for developing technical skills and knowledge.
 - D. *Technical Academy Application* - The form to be used by all students applying for Technical Academy Programs.
 - E. *Technical Academy Student Agreement* - The form signed by the student applicant and his/her parent/ legal guardian indicating commitment to meeting the Technical Academy standards for achievement, attendance and citizenship.
 - F. *Home High School* - The high school a student would ordinarily attend based on the student's legal residence address.
 - G. *Host High School* - A high school that has a Technical Academy Center on its campus.
- IV. **PROCEDURES:**
- A. **General Enrollment Criteria--** General enrollment criteria for admission to the Technical Academy Program are presented below.
 - 1. Students enrolled in the Technical Academy Program must be enrolled in the Prince George's County Public Schools and have a class status of junior (11th grade) or senior (12th grade) by the time of enrollment. Exceptions to these criteria are described in "Special Criteria" below.



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

2. Students enrolled in the Technical Academy Program must have the possibility of completing the program along with meeting all high school graduation requirements.
 3. Students enrolled must have submitted with their application a “Technical Academy Student Agreement” form signed by both the student and the parent/ legal guardian indicating commitment to success in the program.
- B. Special Enrollment Criteria** - Some of the Technical Academy program specializations have additional criteria for admission. The additional criteria exist to assure one or more of the following: 1) that entering students are able to schedule sufficient course credits to complete the program, 2) that the requirements of agencies which are training partners in the program are met, and 3) that necessary academic preparation has been achieved for success in the program. These areas and their special criteria are presented below.
1. *Nursing/Medical Careers* - Students enrolling in this specialization must have: a) a class status of senior (12th grade) because of legal requirements stipulated by the cooperating health service facilities where students complete their work-site learning experience, and b) demonstrated achievement in biology by earning a final grade of “C” or better.
 2. *Cosmetology Careers* - Students enrolling in this two-year specialization must: a) begin the program at the beginning of the junior (11th grade), b) have successfully completed biology with a minimum grade of “C”, and c) must take the Maryland State Board of Cosmetologists Certification exam prior to graduation in order to complete the program. Students failing to take the Maryland State Board of Cosmetologists examination have not completed the requirements of the course and will receive an “I” (incomplete) grade until the examination has been taken. The one Technology Education credit will not be awarded until all requirements of the course have been met.
 3. *Barbering/ Hairstyling Careers* - Students enrolling in this specialization must: a) begin the program at the beginning of the junior (11th grade), b) have successfully completed biology with a minimum grade of “C”, and c) must take the Maryland State Board of Barbers Certification exam prior to graduation in order to



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

complete the program. Students failing to take the Maryland State Board of Barbers examination have not completed the requirements of the course and will receive an "I" (incomplete) grade until the examination has been taken. The one Technology Education credit will not be awarded until all requirements of the course have been met.

4. *Computer & Electronics Service Careers* - Students enrolling in this specialization must have successfully completed a combination of Algebra I and Geometry or Algebra I and Algebra II with a minimum grade of "C" in each course.

C. **Enrollment Procedures** - Procedures for enrolling in the Technical Academy are described below.

1. Students must have a minimum 2.0 GPA prior to application submission.
2. The applicant will obtain a Technical Academy Application and a Technical Academy Student Agreement from a high school guidance office or regional Technical Academy office. These forms are backed on one piece of paper.
3. The applicant will complete the Technical Academy Application and the Technical Academy Student Agreement including signatures. These are submitted to the student's guidance counselor by a deadline annually set in November.
4. The guidance counselor will add to the application certain identification data and attach copies of the student's form PDS-2 and current-year first quarter report card to form the application packet.
5. The guidance counselor will forward the application packet to the Technical Academy Office at Dr. Henry A. Wise, Jr. High School. This office will make the computer entries of the data from the application and produce reports for the regional Technical Academies.
6. The regional Technical Academy coordinators and the program central office administrators will constitute an application review panel to evaluate the applications. The panel will confirm that each



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- applicant: a) is being considered by the appropriate Technical Academy Center, considering the applicant's legal residence address, and b) qualifies by meeting the general and specific enrollment criteria.
7. The selection of students for those program specializations having more eligible applicants than program spaces will be done by regional admissions lottery.
 8. A regional waiting list will be formed based on the admissions lottery for each specialization having more applicants than student spaces. Waiting lists will be used to fill vacancies through the first five days of school.
 9. The Technical Academy application review panel, by a date annually set in the second week of January, will notify by mail the students who are invited to enroll in the Technical Academy, contingent upon successful completion of the school year. The Technical Academy application review panel also will notify the students who have not been invited.
 10. Home school guidance chairs, principals and schedulers will be notified by a Technical Academy coordinator as soon as the information is available concerning which students at their school have been invited to attend a Technical Academy.
 11. The Special Education department chairs at the host school and home school will be informed by the Technical Academy office of which special needs students are invited to participate in the Technical Academy program.
 12. Students who are invited to participate in the Technical Academy program for the coming year will have approximately ten (10) business days to indicate acceptance by mail, meeting a deadline annually set in the last week of January. Additional invitations will be made in February to fill openings resulting from declined invitations.
 13. The Technical Academy coordinators will notify parents when to register at the Technical Academy host schools.



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

14. Home school guidance chairs, principals, and schedulers will be notified by a Technical Academy coordinator as soon as the information is available concerning which students from their school have registered at a Technical Academy.
 15. The Special Education department chairs at the host school and home school will be informed by the Technical Academy office of which special needs students have registered in the Technical Academy program.
 16. The Individual Educational Plan (IEP) Team at the Technical Academy may convene to determine whether additional modifications, accommodations, or supplementary aids and services are required for the student to participate in the Technical Academy Program.
 17. The new Technical Academy students will be invited to a mandatory orientation session at their assigned Technical Academy prior to the opening of the school year.
- D. **Enrollment Continuation Procedures** - Students who enroll in the Technical Academy Program will remain enrolled in the program unless they: 1) withdraw from the program, or 2) fail to meet the enumerated standards for achievement, attendance and citizenship at the Technical Academy as defined below.
1. *Achievement Standard*-- Students will demonstrate academic achievement by:
 - a. 1.1 passing all courses,
 - b. 1.2 maintaining a grade point average for all classes of 2.0 or higher, and
 - c. 1.3 maintaining a grade point average in Technical Academy classes of 2.0 or higher.

The following procedures apply to the withdrawal of a student from the Technical Academy program for failing to meet this standard:

- a. Whenever it is determined by the Technical Academy staff that a student is not making progress adequate for meeting the achievement standard, the Technical Academy coordinator will provide written notification of that concern



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.
- b. In the event that a Technical Academy student has a sub-standard marking period of achievement, one additional marking period of academic probation will be allowed in order for the student to raise his/her achievement to standard.

Exception-- No probation period will be extended to a student who earns an "E" in his/her Technical Academy course unless certain conditions exist. The conditions are: 1) the student is willing to accept an incomplete for the failed course, 2) the student is willing to work to meet staff requirements for removing the incomplete while continuing in the next level course, and 3) the Technical Academy staff, in conjunction with the Guidance office, judges the student is able to fulfill conditions "1)" and "2)".

The Technical Academy coordinator will provide written notification of the student's probationary status to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.

- c. Students on probation or otherwise identified as not making progress adequate for meeting the achievement standard, shall be counseled by school staff and assisted when remediation is needed.
- d. At any time, parents/guardians or staff members may request a review of a student's grades.
- e. The Technical Academy coordinator will provide to the student's parent/guardian a certified letter and telephone notification within five (5) days of a student's program withdrawal for cause.
2. *Attendance Standard*-- Students will demonstrate good attendance by:
- a. 2.1 attending school at least 94 percent of the school days,
 - b. 2.2 justifying all absences as excusable,
 - c. 2.3 attending all classes when present at school, and
 - d. 2.4 arriving to class on time.

The following procedures apply to the withdrawal of a student from the Technical Academy program for failing to meet this standard:



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- a. In the event that a Technical Academy student has a sub-standard marking period regarding attendance (more than three absences per quarter), one additional marking period of probation will be allowed in order for the student to raise his/her attendance to standard. (Exceptions: No probation period will be extended to a student who: earns an "E" in his/her Technical Academy course, and is absent nine or more times in the quarter.) The Technical Academy coordinator will provide written notification of the student's probationary status to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.
 - b. In the event that a Technical Academy student's attendance is sub-standard as evidenced by three (3) documentable infractions of standards 2.2, 2.3, or 2.4 above, the student shall be counseled by school staff and placed on four weeks of attendance probation. The Technical Academy coordinator will provide written notification of the student's probationary status to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.
 - c. Any additional documentable attendance infraction by the student during the probationary period may result in the student being withdrawn from the program. Documentable attendance infractions are identified as follows.
 - (1) Each violation of standard 2.2 shall be a documentable infraction.
 - (2) Each violation of standard 2.3 shall be a documentable infraction.
 - (3) A repeating pattern of violating standard 2.4 shall be a documentable infraction.
 - d. The Technical Academy coordinator will provide to the student's parent/guardian a certified letter and telephone notification within five (5) days of a student's program withdrawal for cause.
3. *Citizenship Standard*-- Students will demonstrate good citizenship by:



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- a. 3.1 abiding by the Prince George's County Public Schools "Code of Student Conduct",
- b. 3.2 dressing for Technical Academy classes in a manner appropriate for safety and professional appearance in the program,
- c. 3.3 following the class rules, routines and procedures established by the teacher, and
- d. 3.4 following the rules of the Technical Academy and the host school.

The following procedures apply to the withdrawal of a student from the Technical Academy program for failing to meet this standard:

- a. In the event that a Technical Academy student commits an offense that results in his /her suspension from school, the student may be withdrawn from the program.
- b. In the event that a Technical Academy student's citizenship is sub-standard as evidenced by three (3) documentable infractions of any of the standards 3.1. through 3.4. above, the student shall be counseled by school staff and placed on four weeks of citizenship probation. The Technical Academy coordinator will provide written notification of the student's probationary status to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.
- c. Any additional documentable citizenship infraction by the student during the probationary period may result in the student being withdrawn from the program. Documentable citizenship infractions are identified as follows.
 - (1) Each violation of standard 3.1 shall be a documentable infraction.
 - (2) A repeating pattern of violating standard 3.2 shall be a documentable infraction.
 - (3) A repeating pattern of violating standard 3.3 shall be a documentable infraction.
 - (4) Each violation of standard 3.4 shall be a documentable infraction.
- d. After a student has successfully concluded a citizenship probation, any additional documentable infraction will return the student to citizenship probation. The student shall be counseled by school staff and the Technical Academy



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM ENROLLMENT CRITERIA AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

coordinator shall provide written notification of the student's return to probationary status to the parent/guardian, inviting them to engage in further dialogue with staff through conferences, telephone calls, etc.

- e. The Technical Academy coordinator will provide to the student's parent/guardian a certified letter and telephone notification within five (5) days of a student's program withdrawal for cause.

Students who withdraw or are withdrawn by staff from the Technical Academy program may be returned to their home high school. The decision of whether and when the withdrawn student would return to the home high school will be made by host school staff in consultation with the student's home school counselor and parent/guardian, considering the potential impact on the student's progress toward graduation.

E. **Graduation Procedures--** Graduation arrangements for Technical Academy students are described below.

1. Seniors in one-year programs will have the option to graduate from their home high school.
2. Seniors who have completed two-year programs will graduate from the Technical Academy host high school.
3. Technical Academy coordinators will obtain completed diploma preparation information forms from Technical Academy seniors who elect to graduate from their home high school. This information will be forwarded to the Guidance Department Chairs of the students' home high schools by (date to be determined).

V. **RELATED PROCEDURES:**

Administrative Procedure 6140, Procedures Pertaining to the Office of Experiential Learning Programs; Administrative Procedure 6142.3, Monitoring and Exit Procedures for Science and Technology Center Programs; Administrative Procedure 6143, Monitoring and Exit Procedures When Students are Unsuccessful in Magnet Programs; and Administrative Procedure 6150, Student Enrollment in the Courses and Options in Secondary Schools.



ADMINISTRATIVE PROCEDURE

TECHNICAL ACADEMY PROGRAM
ENROLLMENT CRITERIA
AND PROCEDURES

6142.1

Procedure No.
January 1, 2007

Date

- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: These procedures originate with the Department of Curriculum and Instruction, Technical Academy Office and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedures 6142.1, dated July 1, 1991.
- VIII. **EFFECTIVE DATE**: January 1, 2007.

Approved by:
John E. Deasy
Superintendent of Schools

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