

Carlisle Area School District CTE Program Selection Criteria

The Center for Careers and Technology at Carlisle High School accepts all students into its programs/courses. We have an open enrollment policy for all Career and Technical Education (CTE) courses that students can take to either complete an entire career and technical program or take as general electives. However, there are exceptions to open enrollment for the following career and technical programs: Carpentry, Automotive Technology, Early Childhood Education, and Culinary Arts. These programs are three consecutive periods each day and have a limited amount of openings. In addition, Engineering Technology, Computer Networking, Marketing, Accounting, Communications Broadcasting, Health Careers will be subject to the same process below if there is over selection for a program course during the course selection and admittance process for the upcoming school year.

Note: Students who select a program and who will be eligible to complete a program will be given priority over all other students at the discretion of the Director of Careers and Technology using the scoring process below.

Selection Process

Note: The following process starts with course selection and ends at the start of the next school year.

For programs listed above students will be rank ordered using the following selection criteria: grade level, attendance, grade point average, discipline, and staff feedback as a tiebreak (see specific details below). For example, students who want a specific CTE program are ranked against other students who want the same CTE program. So if a student wants Automotive Technology then he or she will be ranked with other students who selected Automotive Technology as their first choice for their course selection. The highest-ranking students are selected until all openings are filled. If openings remain for a program, applicants who have the program listed as a second choice and did not get into their first choice will be ranked and offered the open spot or choose to be placed on their first program choice's wait list. Students who are not selected for their first or second choice will discuss options with their school counselor or Director of CTE about programs that still have openings. Whenever a selected student cannot fulfill his/her obligation to enroll in a career and technical education program, the highest-ranking applicant on the waiting list is selected.

Students who enter Carlisle Area School District after the course selection process has occurred are given equal consideration provided there are seats available in their preferred career and technical education program.

Equity Nondiscrimination Statement

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504. No person shall on the grounds of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs. For information regarding civil rights or grievances procedures, services, activities and facilities that are assessable to and usable by handicapped persons, contact: Dr. Colleen M. Friend Title IX Coordinator Section 504 Coordinator 540 West North Street Carlisle, PA 17013 phone: 717-240-6800, e-mail: friendc@carliseschools.org

The Director of Careers and Technology will evaluate students using the following selection criteria:

Grade Level (5 possible points): Program selection includes grade level status. A student receives 5 points if he/she is able to complete the program and 100% of the required competencies/tasks within the planned course sequence. This means that students will need to be able to follow and complete the scope and sequence listed in the course planning guide. For example, a student focusing on a three-year program needs to be on track or be able to complete that program in three years. Therefore, a junior who wants to start a three year program in his or her junior year will not be on track to complete a three year program and would not receive 5 points.

Attendance (10 possible points): To meet the required hours of participation and complete the competencies necessary to achieve completer status in certain programs, a student's attendance record is considered in the selection process. All absences and their reasons are considered when reviewing selection for these programs. Lengthy illnesses in excess of three days and documented by a physician's excuse are not included in the applicant's attendance record review. The following formula will be used: Attendance rate = Days in school/Total Days. Therefore, if a student is in school 170 days out of 181, then they would have an attendance rate of 93.9. This student will therefore receive 9.39 points. In addition, for every two times a student is late to class a student has they will lose .5 points. So if we use the formula above the student with 170 days would go down to 169.5 days prior to dividing by the 181.

Grade Point Average (GPA) (10 possible points): The student's GPA is allocated a percentage value based on the 4.0 scale. The formula is Student Actual GPA/4.0. Example: A 3.5 GPA will be given 8.75 points. As $3.5/4.0 = .875$.

Discipline (minus points against total): The student's discipline record will be considered for major incidents for which they received consequences of out-of-school suspension (OSS). Each incident resulting in an OSS will result in a loss of 1 point. Example: A student's high school discipline record that indicates two incidents of OSS will receive minus 2 points off his or her total score. For in-school-suspension (ISS) a student will lose .25 points for each ISS.

Staff feedback (Tie break only): If there are students who are tied for a last spot in a program the Director of Careers and Technology will reach out to staff from previous taken courses to get feedback on work habits and classroom behavior to make a tie break decision.

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