

Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3
Status	First Reading

**Authority**

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[1][2][3][4][5][6]

Students attending home education programs shall be eligible to participate in a career and technical education program

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~{ } at \_\_\_\_\_ (Career and Technical Center), in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis, as other district students.~~

in this district, based on the requirements for admission to that program and Board policy, on the same basis as other district students.

**Guidelines**

Students attending home education programs shall be given an equal opportunity to [1][3][6][7][8]

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~{ } apply for placement in available programs at \_\_\_\_\_ (Career and Technical Center).~~

participate in district career and technical education programs.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[1]

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[1][4][6][9]
3. Comply with applicable policies and school rules and administrative regulations  
**[Choose one or both options below, based on the district's career and technical**

**education programs and the language in Policy 115.]**

~~{ }~~ of ~~\_\_\_\_\_~~ (~~Career and Technical Center~~)

~~{ }~~ of the district

regarding student conduct in school and at school-sponsored activities.[1][10][11][12][13]

- 4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules.[14]

**[Choose this option only for a career and technical education program operated by the district.]**

~~{ }~~ Students attending home education programs who enroll in a career and technical education program operated by the district shall be eligible to participate in the academic courses required for that career and technical education program in accordance with law and Board policy on participation in academic courses by home education students.[1][6]

The

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~{ }~~ ~~\_\_\_\_\_~~ (~~Career and Technical Center~~)

~~{ }~~ district

shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][5][15]

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

{ } The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, [1]

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~{ } in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at \_\_\_\_\_ (Career and Technical Center).~~

~~{ } based on the established number of allowable participants in designated district programs.~~

{ } Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.[1][4][7][8]

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Legal

1. 24 P.S. 1327.1

2. 24 P.S. 1801

3. 22 PA Code 4.31

4. Pol. 115

5. Pol. 137

6. Pol. 137.2

7. Pol. 103

8. Pol. 103.1

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212



# Wellsboro Area School District

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 137.3-AR-0. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS

The Superintendent or designee will establish a process for receiving and processing requests for participation in career and technical education programs by students enrolled in home education programs. Information regarding the established process for requests will be published on the district's publicly accessible website and available in the district office.

Requests may be submitted

by email to the Superintendent or district office staff.

through a designated web portal.

in writing by mail.

in writing, attached to the home education program affidavit submitted annually.

Requests must be submitted by April 30<sup>th</sup> in order to be eligible for consideration of enrollment in a career and technical education program for the upcoming school year.

The Superintendent or designee will request and review information from the home education program supervisor, including

materials from the portfolio of records

curriculum materials and examples

examples of assessments, projects and reading lists

\_\_\_\_\_ (other),

in order to determine whether a student has met the eligibility and prerequisite requirements for the career and technical education program in the home education student's participation request.

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Placement

The

~~{ } designated staff of the \_\_\_\_\_ (Career and Technical Center), in accordance with the Articles of Agreement,~~

building principal

will assign students to an appropriate career and technical education program based on the student's participation request and

the number of seats available in the program.

consideration of the needs and abilities of the student.

the student's demonstration of eligibility, competency, skills and completion of prerequisites.

~~{ } The Superintendent or designee, in coordination with~~  
*The Superintendent or designee of the school district and*

~~{ } the \_\_\_\_\_ (Career and Technical Center) and~~

the home education supervisor, reserves the right to reassign the placement of a home education student in a career and technical education program if the student's progress, based on assessments, performance and/or academic achievement, indicates that the student's needs would be better met in a different program.

Prioritization

The Superintendent or designee

~~{ }, in coordination with the \_\_\_\_\_ (Career and Technical Center),~~

may establish a process for prioritization of enrollment in career and technical education programs that have limited capacity. Students attending home education programs will be given an equal opportunity to apply for positions and participate in career and technical education programs on the same basis as other students enrolled full-time in the district.

The Superintendent

~~{ }, in coordination with the \_\_\_\_\_ (Career and Technical Center),~~

designates the following criteria to be used in establishing a prioritization process:

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CAREER AND TECHNICAL EDUCATION PROGRAMS - Pg. 3**

~~{ } Eligibility criteria outlined in the Articles of Agreement.~~

{ X } Student has previously applied to participate in the program but was not able to enroll due to academic scheduling conflicts or limited capacity.

{ Y } Record of student's academic achievement and course completion.

{ Z } Demonstration of a student's skills or competencies applicable to the career and technical education program.

{ P } Record of the student's conduct.

{ Q } Record of the student's extracurricular participation or volunteer service applicable to the career and technical education program.

{ } \_\_\_\_\_ (other).

