NEWPORT AREA CAREER AND TECHNICAL CENTER AT ROGERS HIGH SCHOOL
ADMISSION AND APPEAL POLICY

ADMISSION

The Director of the Newport Area Career and Technical Center at Rogers High School shall administer this Admission and Appeal Policy.

NEWPORT RESIDENTS:

Students wishing to enroll in a Career and Technical program of study must do so through an application process. Students who reside in Newport will complete an NACTC application and submit it to his/her guidance counselor. The applicant’s academic, attendance and conduct records will be reviewed for the current school year up to the point of application submission. Students who meet the admission and eligibility requirements, as outlined below, will be accepted to the program of his/her choice if the application is submitted prior to February 9. Students who submit an application after February 9 and who meet the eligibility requirements will be accepted based on space availability. Students will be notified by letter of his/her acceptance or denial to NACTC. Acceptance may be revoked if the student fails to successfully advance to the next grade level in their current school.

ADMISSION AND ELIGIBILITY REQUIREMENTS

Students:

1. Must obtain all necessary course credits or be on track to receive all course credits required for advancement to the next grade level.
2. Must have less than 10% unexcused absences at the time of application submission.
3. Must maintain a record in their current school free from serious infractions, including but not limited to drugs, weapons, threats, bullying or acts of violence.
4. May not have more than one (1) failing grade in their current academic year at the time of application submission. A student with more than one (1) failing grade may be placed on a waiting list until such time as they meet the academic requirements prior to the start of the academic year for which they have applied.
5. May not have frequent disciplinary violations which may include class cuts, insubordination, tardiness to school and misbehavior in class. Students may be denied
acceptance and/or be placed on a waiting list until such time that the student has improved his/her conduct and/or a probationary plan has been developed.

6. Students who are placed on a waiting list due to the reasons stated above will have their records reviewed at each reporting period to determine if they have gained acceptance criteria.

**PROBATIONARY ACCEPTANCE**

If a student is accepted contingent on a probationary period, then the student’s grades, attendance and conduct will be reviewed each marking period for a specified period of time not less than one semester to ensure that the student is meeting the eligibility requirements. The probationary status will be withdrawn once the student has consistently met the requirements of the program within the specified period of time. Students who cannot meet the eligibility requirements of the program during the probationary period may be withdrawn from the program at the semester mark or the probationary period may be extended to the end of the school year. This decision will be at the discretion of the Director.

Students who have severe or habitual disciplinary violations or who may pose a threat to themselves or others or who may be at risk of violating the safety rules within the program of study based on his/her conduct record will be denied acceptance to the program.

At the request of the student, parent or school personnel, a review team meeting shall be convened to review the student’s records and process. The review team shall be comprised of a guidance counselor, case worker (if appropriate), director, and any other appropriate school staff.

The review team may develop a safety and/or behavior plan and grant probationary acceptance if the team determines that the student is improving his/her disciplinary status.

Students who do not meet admission eligibility and have been denied acceptance may reapply the following year.

**NON-NEWPORT RESIDENTS:**

Students who reside in another school district and wish to enroll in a Career and Technical program of study at NACTC must complete an out-of-district enrollment application in its entirety and obtain the signed approval of the Superintendent of Schools in the student’s residential district. Upon submission of the completed application a review of the student’s grades, attendance and conduct will determine the provisional acceptance or denial of the student to NACTC. A student that meets the eligibility and admission requirements will gain
acceptance based on submission date and seat availability. The deadline for students to submit applications is February 9, however applications may be submitted at any time during the school year.

Acceptance for applications received after February 9 will be based on eligibility requirements and seat availability.

Students who are passing all academic subjects and who are in good standing with their home school in conduct and attendance shall be accepted without condition if the application is received on or before February 9 and dependent on space availability.

Students who have two or more failing grades and/or have been absent at least 10% of the total number of days of school at the time of application and/or have disciplinary violations may gain probationary acceptance or may be placed on a waiting list until such time as academic, attendance and conduct improve based on the review of records at the next reporting period. An academic, behavior or attendance plan may also be developed. Under these circumstances, acceptance will be based on seat availability at the time the student’s grades, attendance and/or conduct improve.

Students who have severe or habitual disciplinary violations or who may pose a threat to themselves or others or who may be at risk of violating the safety rules within the program of study based on his/her conduct record may be denied acceptance until such time that a thorough review of the violation(s) can occur with the appropriate staff from the current school which may include the parent and student, administration and the guidance counselor.

NACTC reserves the right to deny a student with severe or habitual disciplinary violations who may be a risk of violating the safety procedures within the program of study and/or who may be at risk of harm to self or others. If it is determined that the student is not a threat to himself or others, probationary acceptance may be granted with the development of a plan of action and contingent upon seat availability.

Students who submit a completed application will be notified by letter of his/her acceptance or denial to NACTC.

LOTTERY

For Newport and non-Newport residents:

When a program reaches full capacity prior to the application submission deadline date, and all admission criteria has been met by the students, a lottery will be conducted to determine final acceptance. Eligible students who are not selected in the lottery will be placed on a waiting list in the order of their lottery number and shall be accepted if/when slots become available.
APPEAL

Any student who has been denied acceptance to NACTC may file a written request to appeal the decision to the Director of NACTC.

The appeal request shall be in written form and filed with the Director within ten (10) school days of the student being notified of his/her denial to the requested program of study. The Director shall review the written request for appeal and will schedule a meeting with the student and/or parent and guidance counselor within ten (10) school days to hear the complaint and review the information. A decision of the Director shall be issued within three (3) school days following the meeting date.

If the decision from the Director remains unchanged, the student/parent may appeal the decision to the Superintendent of Newport Public Schools or his/her designee. The appeal must be received by the Superintendent of Schools within ten (10) school days of issuance of the decision of the Director. The Superintendent or his/her designee will review the request for appeal along with the application documentation provided by NACTC. A written decision shall be mailed to the student/parent within ten (10) school days from the receipt of the appeal.

Continued enrollment in the NACTC is determined by many factors such as: attendance, discipline and academic progress. All CTC courses must be taken in sequential order. If a student fails to successfully complete any of the courses in the sequence, he/she will be exited from the program.