

Green Mountain Technology and Career Center

Admission Rules and Procedures

(Revised January 2009)

- 1. First Year Student Admission**
- 2. Second Year Student Admission**
- 3. Cooperative Student Admission**
- 4. Pre-Technology Student Admission**

First Year Student Admission

1. The student must be 16 years of age/entering his/her junior year and earned two years of English credit.
2. The student must complete and submit a GMTCC application package. This includes a high school transcript and an application form which must be signed by the student, parent or guardian (except for students over 18 years of age) and the sending school counselor/principal.
3. Home-schooled students may apply independent of regular home school.
4. The student (and guidance counselor at the sending high school if appropriate) must set up an appointment with the guidance coordinator of GMTCC. The appointment will establish the day the student visits the program. Adult students with a diploma may make their arrangements for visits directly with the GMTCC guidance coordinator.
5. The student will attend GMTCC for a full day. During this day he/she will attend the program being considered and will be asked to productively and safely participate in various activities. At the end of the day the student will report to the guidance coordinator for a brief interview to discuss the student's continued interest in the program or the interest in a different program. The instructor from the program attended will submit an evaluative "Report of the Student's Day" to the guidance coordinator. (Additional visits to GMTCC can be set up as necessary for the student to be exposed to the program they are considering. A student may be denied admission if the visit is not satisfactory.)
6. Any student may be denied admission if prior discipline patterns deem it unlikely he/she will be successful at GMTCC.
7. If a student is denied admission to GMTCC through this process, an appeal can be made to the GMTCC director who will review the student's application and make the final decision.
8. An acceptance/denial letter will be mailed to the student and sending school counselor as soon as possible after the student visit.
9. The sending high school counselor should confirm each student's intent to enroll at GMTCC and specify which program the student wishes to attend.
10. The regular deadline to apply to GMTCC is April 1. For scheduling and planning purposes for the academic year, all applicants are encouraged to meet this deadline, but applications are considered throughout the year.

11. After a student is accepted and if a student's educational program includes an IEP, 504 plan or EST plan, a team meeting must be scheduled to include:
 - The student
 - The student's parent(s)/guardian(s) if he/she is under 18
 - The IEP/504/EST case manager
 - Instructor from the GMTCC program the student plans to attend
 - A GMTCC representative from Guidance and/or Special Needs Department.

 - Needs for specialized instruction, accommodations, modifications, other supplementary supports/services, paraprofessional support and behavior plans will be reviewed at the team meeting.

 - If a one-to-one paraprofessional will be working at the GMTCC with a student, he/she must attend an orientation program with the student prior to the student's first day of school.

12. All students are expected to attend school on the first day, or when appropriate, immediately after admission.

13. Probationary guidelines of 15 GMTCC school days will be followed for all students beginning with the first day of attendance. This phase is used to determine the appropriateness of placement. After this probationary period, each student will be granted admission, placed on continued probationary status, counseled for a change of program, or rescheduled to their home school. After the initial probation period, any student may be rescheduled to his/her home high school due to attendance, disciplinary, or academic reasons as outlined in the GMTCC student handbook.

14. GMTCC does not discriminate on the basis of race, creed, color, national origin, gender, age, handicapping condition and/or disability, or sexual orientation in admission to, access to, treatment in, or employment in its programs and activities.

Second Year Student Admission

All steps outlined in the First Year Student Admission criteria will apply

1. Different Program

Additional criteria includes:

- Recommendation by first year instructor.
- Graduation path verified by GMTCC Guidance Coordinator
- 95% attendance record in first year GMTCC program
- 80% or better grade average in first year GMTCC program
- 75% or better grade average in GMTCC academic classes
- Positive disciplinary record

2. Same Program

All steps outlined in the First Year Student Admission criteria will apply except for:

- IEP, 504, EST team meeting is not mandatory.
- Full day student program visit is not mandatory.

Additional criteria includes:

- Recommendation by current program instructor. Basis for recommendation will be:
 - Graduation path verified by GMTCC Guidance Coordinator
 - 95% attendance record in first year GMTCC program
 - 85% or better grade average in first year GMTCC program
 - 75% or better grade average in GMTCC academic classes
 - Positive disciplinary record
 - A written approved plan for Year 2 that includes classes (credits) needed to graduate, the Second Year curriculum, the competencies to be mastered, embedded credit identified if applicable, and the approved co-op (see Student Cooperative Admission Policy) if applicable. Each program may have have specific criteria for Second Year student admission.
- For T/I programs (Automotive, Construction, HVAC, Industrial Mechanics), Second Year programs must include a co-op (see Student Cooperative Admission Policy) component if the program enrollment is at its maximum of 16. In this case, no more than 3 Second Year students will be permitted per program.

Cooperative Student Admission

1. All co-op experiences are set up through the GMTCC cooperative coordinator and are subject employment conditions.
2. Students seeking a cooperative experience must be enrolled in a program and have the approval of the program instructor and the co-op coordinator. Criteria includes:
 - a. Attendance
 - b. Grades in academics and program.
 - c. Lab and field performance
 - d. Maturity level
 - e. General attitude and respectful behavior
 - f. Student ability to work independently
 - g. Student willingness to accept supervision and follow directions.
3. All cooperative experiences depend on an appropriate work site, a supervising mentor, adherence to applicable laws, an approved training agreement, an approved training plan, and periodic employer evaluations. Reliable student transportation is a must as GMTCC does not provide transportation.
4. Co-op experiences and the connected credits cannot be guaranteed due to economic conditions and the employment conditions of cooperating employers. Credits gained in co-op experiences should never part of a student's plan to accumulate credits for high school graduation.
5. If a co-op ends prematurely and a student is in good standing with the employer, another plan will be developed if possible. Otherwise, the student will likely need to be reassigned to his/her sending high school.
6. Generally, no embedded credits are granted for students in the second year of the same program when a co-op experience is the basis for the program.
7. Co-op experiences, alone, carry no embedded credits.
8. Co-op experiences cannot conflict with academic classes.

Pre-Technology Student Admission

- Students must be entering the 10th grade.
- The maximum number of students accepted is 20.
- In the event of the enrollment drops below 20, students will be added within the first 15 days of the school year only.

The following criteria will be used to select students for the Pre-Technology program:

1. Student is unsuccessful in traditional school setting.
2. Student is interested in trying a different approach to learning.
3. Student's parent / caring adult must be willing to support Pre-Technology's goals. This includes a commitment to attend a minimum of four meetings throughout the year.
4. Student must successfully complete a minimum of four full-time courses in their freshman year. One course must be English which typically is 1 credit.
5. Student, despite difficulties, shows willingness to make a genuine effort to succeed.
6. Student must be able to work in many different situations and at different tasks.
7. Student needs to cooperate with teachers and students of diverse backgrounds.
8. Candidates must participate in an interview to determine whether they meet the above criteria.
9. Appeal of admission decision must be made to the director.
10. The application process begins in the spring of the preceding school-year and should be initiated through the sending school guidance counselor.