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Admission
M

5111 ADMISSION

Full-Time High School

The Board of Education guarantees that all vocational opportunities are accessible to all students, parents, employees and the general public without regard to race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular blood trait, limited English skills, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait or any individual or handicap. The Superintendent or designee shall develop criteria for admission based on academic achievement, standardized test scores and the district developed admissions assessments.

The educational goals will be reviewed with each candidate to ensure his/her understanding of those goals and the willingness to develop a work ethic that will contribute to the achievement of those goals.

All employees in the schools will strive to assist students who are admitted to achieve competency and his/her ultimate goal of gainful employment or continuing education.

A. Application Process

1. Applications for admission will be received after September of the applicant's eighth grade year.
2. All applications must be complete and have all required signatures.
3. The following supporting materials must be submitted:
 - a. Transcript (Grade 7; first marking period Grade 8);

B. Acceptance Criteria

1. Applicants will be ranked according to the following scoring:

Criteria	Rating
Grade Point Average - 7th Grade	0 - 10
Grade Point Average - 8th Grade (1st marking period)	0 - 10



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Entrance Exam	
Mathematics	0 - 20
Language Arts	0 - 20
Total Possible Score	60
Minimum Score for Admission	40

2. Ratings will be determined as follows:
- a. GPA Rating

Number Grade	Letter Grade	Rating
97 - 100	A+	10
94 - 96	A	9.5
92 - 93	A-	9
90 - 91	B+	8.5
87 - 89	B	8
85 - 86	B-	7
83 - 84	C+	6
80 - 82	C	5
77 - 79	C-	4
70 - 76	D	3

- b. Entrance Examination

An entrance examination will be administered in January or February of each year. The examination will consist of mathematics and language arts. Each part will be scored on a scale of 0 – 20.

C. Student Acceptance

If space does not permit acceptance of all qualified applicants who meet the acceptance criteria, selection will be made with the following considerations:

Each of the fourteen municipalities in Cumberland County submitting qualified applications will be granted at least four (4) spaces in each 9th grade class of each



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school. Qualified applications will be defined as those meeting minimum standards as defined in the acceptance criteria. Additional students will be selected based on the next highest scores.

If appropriate, the Superintendent will establish a committee to assess qualitative criteria as an additional consideration to admission. The criteria will include, but not be limited to, projects submitted or activities in which the applicant participated.

The Cumberland County Board of Vocational Education provides an equal educational opportunity to all students who meet the acceptance criteria regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, social or economic status, material status or disabilities. In accordance with Board policy, code and statutes, the high school will provide an equal educational opportunity to all students.

D. Shared Time

The Board of Education guarantees that all vocational opportunities are accessible to all students, parents, employees and the general public without regard to race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait, limited English skills, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait or any individual or handicap.

E. Secondary, Shared Time Students

Admission to the Cumberland County Technical Education Center (CCTEC) schools shall be open to students residing in Cumberland County in accordance with law. The shared time program shall include students in grades 10, 11, and 12. Students who are enrolled in a public school, being home schooled according to law, or who attend State-approved charter schools, private schools, or parochial schools may attend CCTEC.

Non-classified students shall not be required to obtain the permission from their home school to attend CCTEC. The administration shall design a system of application and admission that requires parental permission and encourages parental participation, but which makes the programs at CCTEC easily accessible to the students. The local districts shall be notified of all applications. CCTEC staff shall work closely with local district staff to ensure proper enrollment procedures.



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When a student enters CCTEC, the guidance department of the student's sending district shall provide copies of records from the previously attended school or district to aid in placement. Also required are proof of immunization and proof of identity such as birth certificate or other identification documents allowed by law.

Within the time prescribed by law, the Superintendent of Schools shall request the student's records from the school or district of previous attendance in writing.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the State-mandated assessment indicates that such adjustments would be beneficial to the student. Parents/guardians shall be informed of this policy upon registration.

F. Affidavit Students

When there is any doubt as to whether a student is entitled to free public education in the district school, appropriate procedures of the law shall be followed.

G. Nonresidents

The district is obligated to provide technical education to children of appropriate age and grade residing in Cumberland County. The mere ownership of any property in Cumberland County whatsoever does not qualify a parent/guardian to send children to school in CCTEC. The Board reserves the right to verify the residency of any student and the validity of any affidavit of guardianship.

H. Homeless Students

CCTEC will refer to the local sending district the educational placement decisions of homeless students and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code.

I. Adult Students (Post Secondary)

Admission into any full-time adult programs at CCTEC shall be open for any Cumberland County resident in accordance with the guidelines for the individual



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program in which the individual is enrolling. The administration shall develop appropriate, nondiscriminatory entrance requirements for each program.

Drop-outs (not enrolled in a high school) who do not meet the description of an adult student and who were not classified students when last enrolled in a high school must be at least 16 ½ years old and enrolled in a GED program. Documentation shall be required and these students will be considered to be secondary students under CCTEC rules.

J. Out of County Post Secondary Students

As space permits, admission to full-time adult programs may be granted to students who are not residents of Cumberland County and who meet individual program entrance requirements.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: June 25, 2015

