

### **Participation in Career and Technical Education by Home Education Students**

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

Requests must be submitted by February 1<sup>st</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 list
- Evidence of successful completion of prerequisite courses
- Evidence of a documented identification and/or disability to include an evaluation report and most recent Section 504 Service Agreement, IEP, or GIEP

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.

#### Placement

The designated staff of the York County School of Technology (YCST), 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 York County School of Technology (YCST) 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 York County School of Technology (YCST), 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 York County School of Technology (YCST), designates the following criteria to be used in establishing a prioritization process:

- Enrollment in a course is required for a student's program completion or graduation requirement.
- Eligibility criteria outlined in the Articles of Agreement.
- Record of student's academic achievement and course completion.
- Demonstration of a student's skills or competencies applicable to the career and technical education program.
- Record of the student's conduct.
- Record of the student's extracurricular participation or volunteer service applicable to the career and technical education program.

### Guidelines

Students will comply with all School Board policies, school rules and requirements as outlined in the Student Handbook and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course. Students will use a school-issued iPad while in class and sign and abide by the Acceptable Use Policy. The device will be issued daily and remain on school property.

Students will meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Students are responsible for any adapted schedules. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.

Requests for exemption from instruction will be addressed following Board policy 105.2.

Students enrolled in home education programs may only participate in field trips associated with the course in which they are enrolled. Students enrolled in home education programs will not attend assemblies (unless the assembly occurs during the class period a student is assigned to attend), or special events (such as Homecoming, Prom, Mini-THON and class trips) hosted by the school and not open to the public.