

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IGK, KLA, KLA-RA

Responsible Office: Instruction and Program Development

Enrollment in Career Development Programs Not Offered in a Student's Home School

I. PURPOSE

The Montgomery County public school system offers a wide range of career development programs. The programs are offered at the Thomas Edison High School of Technology and at local high schools throughout the county. The Thomas Edison High School of Technology serves students from all high schools. Local high schools offering career development programs serve their own students and students from neighboring schools.

Each local high school offering a career development program reserves one-third of the available classroom capacity for students from other schools. If this quota is not filled by May 1, the school may fill the available space with its own students. Every attempt is made to place students who follow the application procedure in the program of their choice. This regulation sets forth procedures for submitting and processing student applications for enrollment in those MCPS career development programs not offered in the student's home school.

II. DEFINITION

Career Development Program - A senior high school program having as its primary purpose training for skilled or semiskilled trades and occupations and/or post secondary education in business education, home economics, community-based education, and/or industrial and technology education. There are over 38 individual career development programs. Students completing the required sequence of courses within an established program fulfill the graduation requirement, program completion.

III. PROCEDURES

A. Responsibilities

1. The home school counselor is responsible for:

- a) Acquainting students with MCPS career development programs that may be appropriate to their vocational and/or avocational interests
- b) Conferring with the student's parents/ guardians to share information about MCPS career development programs and to acquaint them with (1) the deadline dates for all steps in the application procedures, (2) the "space available" basis on which students are assigned, and (3) the procedures for requesting transportation
- c) Assisting the student in completion of MCPS Form 565-6: *Student Application for Career Development Programs*
- d) Obtaining approval signatures from appropriate school staff on MCPS Form 565-6 and sending the completed form to the nearest school providing the program requested
- e) By June 1, forwarding the names of the students registered in career development programs, for whom transportation is requested, to the Division of Career and Technology Education, CESC

2. The receiving school counselor is responsible for:

- a) Notifying the parents/guardians and the student of acceptance into the program by returning to them a copy of the completed MCPS Form 565-6. If a program is filled, the receiving school places the name of the student on a waiting list; and the student and parents are notified of this action. The student may apply through the home school counselor for another appropriate program placement.
- b) Advising the home school and the Division of Career and Technology Education when a student withdraws from a career development program and counseling with the student regarding the educational alternatives available

3. The student and parent/guardian are responsible for:

- a) Completing MCPS Form 565-6 and returning it with a self-addressed envelope to the appropriate home school counselor

- b) Completing MCPS Form 565-6 annually to continue in the program
4. The Division of Career and Technology Education is responsible for:
- a) Identifying and publicizing career development programs that will be offered the next school year
 - b) Sending the list of career development programs to each middle and high school counselor by March 15
 - c) Forwarding the names, home addresses, home schools, and receiving schools of students needing transportation to the director of the Division of Transportation by July 1
 - d) Notifying parents, students, and school staff of inability to provide transportation to the school requested so that alternative programs can be considered
5. The director of the Division of Transportation is responsible for:
- a) Making every effort possible to fulfill reasonable student requests for transportation
 - b) Notifying the director of Career and Technology Education by September 1 of the names of students for whom transportation arrangements are not possible
 - c) Facilitating later requests for transportation in the event of extenuating circumstances

B. Appealing a Decision

The decision of staff may be appealed in accordance with the procedures set forth in Regulation KLA-RA: *Responding to Inquires and Complaints from the Public*.

Administrative History: Formerly Regulation No. 310-6, January 25, 1980, revised December 1986; revised May 14, 1998.