

***North Providence High School***  
***Career and Technical Education Policy***  
**2024-2025**

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**1828 Mineral Spring Avenue  
North Providence, RI 02904**

Tel: (401) 233-1150

School Website: <http://nprovschools.org/hs-main>

**All School Committee Policies can be found here:  
<http://nprovschools.org/district-policies>**



## North Providence High School CTE Requirements



The Director of the North Providence School Department Director of Multiple Pathways shall administer this Admission and Appeal Policy.

North Providence RESIDENTS:

Students wishing to enroll in a Career and Technical program of study must do so through an application process. Students who reside in North Providence will complete an NPHS CTE application and submit it to the Director of Multiple Pathways. 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 before February 1. Students who submit applications after February 1 and meet the eligibility requirements will be accepted based on space availability. Students will be notified by letter of his/her acceptance or denial to NPHS CTE. 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 they meet the academic requirements before 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. All applicants

to the initial level of a program, including those from North Providence, must show evidence of no prior instances in the school or community of endangering behavior or substance abuse, as defined in the High School Standards for Student Behavior. On a case-by-case basis and at the request of the sending district or parent, the Principal of North Providence High School may allow students with a violation(s) to enter on a probationary or trial basis for a specified period of time. In said instances, written agreements may be required among students, parents, sending districts, and North Providence.

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-North Providence RESIDENTS:

Students who reside in another school district and wish to enroll in a Career and Technical Education program of study at NPHS must complete an out-of-district enrollment application in its entirety. 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 a NPHS-approved CTE pathway. A student who meets the eligibility and admission requirements will gain acceptance based on the submission date and seat availability. The deadline for students to submit applications is February 1, however, applications may be submitted at any time during the school year.

Acceptance for applications received after February 1 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 may be accepted without condition if the application is received on or before February 1 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 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.

North Providence High School 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 contingent upon seat availability.

Students who submit a completed application will be notified by letter of his/her acceptance or denial to an NPHS-approved CTE pathway.

## LOTTERY

For North Providence and non-North Providence residents:

When a program reaches full capacity before the application submission deadline date, and all admission criteria have 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 NPHS CTE may file a written request to appeal the decision to the Director of Multiple Pathways.

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 of 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 five (5) school days following the meeting date.

If the decision from the Director remains unchanged, the student/parent may appeal the decision to the Principal of North Providence High School. The appeal must be received by the Principal of North Providence High School within ten (10) school days of issuance of the decision of the Director. The Principal or his/her designee will review the request for appeal along with the application documentation provided by NPHS CTE. A written decision shall be mailed to the student/parent within ten (10) school days from the receipt of the appeal.

## REMOVAL FROM PROGRAMS

In programs that require safety standards (i.e., OSHA), students must consistently meet those expectations. If a student fails to consistently meet safety standards, a retraining opportunity will be provided and documented. Following retraining and documented continued failure on the part of a student to meet safety standards, the Director will recommend that the Principal remove the student from his/her career and technical education program, with notification and return of the student to the sending district. North Providence students will be rescheduled into alternative courses.

The Director may recommend that the Principal remove students who fail to earn a passing grade in their career and technical program or who fail multiple academic classes, making completion of the career and technical program unlikely. The Director may also recommend that the Principal remove students who have multiple and serious violations of the High School Standards for Student Behavior, with those behaviors negatively influencing the possibility of positive outcomes in the student's career and technical program.

### Additional Reasons For Dismissal From The Program

1. Once a student is accepted to an NPHS CTE program, excessive absences, excessive tardiness, and/or serious and or excessive discipline referrals may result in the student being dismissed from NPHS CTE programs, and if that student is from out of district, returned to the student's resident district.
2. Students who are unable to meet the minimum academic and program requirements of NPHS will be considered for dismissal from NPHS CTE programs, and if that student is from out of district, returned to the student's resident district.
3. Students must earn a passing grade in their chosen career and technical center program to proceed to the next level of that program. The minimum academic and program requirements for each pathway are available from the North Providence High School CTE Pathway Handbook.
4. Students unable to rectify academic/social standing after a probationary period will be dismissed from the pathway program



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**RETURN THIS PAGE TO SCHOOL**

**Parent/Guardian Receipt of Career and Technical Education Policy 2024/2025**

**Student's Name** \_\_\_\_\_

**School** \_\_\_\_\_ **NORTH PROVIDENCE HIGH SCHOOL** \_\_\_\_\_

**I have read the North Providence School District's CTE Policy. I agree to comply with all the policies listed within and I have discussed the information with my child. I shall do everything possible to support my child's education and work with my child's teachers to make this a successful school year.**

**Parent/Guardian Signature** \_\_\_\_\_

**By signing this agreement, I agree to comply with all the policies listed within and I undertake to always act in a manner that is respectful to myself and others. My signature also indicates that I understand the penalty for each of the listed discipline violations.**

**Student's Signature** \_\_\_\_\_