

**Central Community School System  
Central High School  
Career and Technical Education Enrollment Process**

All students are welcomed and encouraged to enroll in a Career and Technical Education (CTE) program at Central High School (CHS). The goal of CTE is to prepare students for careers and/or post-secondary educational opportunities that culminate in high wage, high skill, high demand occupations. It is important that students who enroll in a CTE program understand that their academic skills, career aptitude and genuine interest are essential components for future success. Our application process is designed to ensure that every student who applies is aware of the prerequisites and rigors of the technical programs at CHS and is ready to make a commitment.

**ENROLLMENT PROCESS**

Each of the following steps is important for all applicants. In addition, procedures for special populations students are included.

**1. Orientation:** Students are encouraged to learn about the CTE programs at CHS by meeting with previewing the CTE videos, brochures, and program descriptions; by visiting the web site at <http://centralhigh.centralcss.org/>; or attending the annual CHS open house.

**2. Interest Inventories:** The ACT EXPLORE and PLAN Student Score Reports provide information about knowledge, skills, and interests. Students should use this information as they plan for high school coursework and begin thinking about college and work.

**3. Application:** Students will work with school counselors each spring to select courses for the next school year. Elective credits, which include CTE courses, will be considered in addition to graduation (including JumpStart), TOPS, TOPS Tech, and college entrance requirements. Course selection will be completed each year taking into consideration interest inventory results/student choice, past academic performance, teachers' recommendations, disciplinary proceedings, and counselor and parental approval.

**4. Enrollment Acceptance:** The Master Schedule is developed based upon student course selection and graduation (including JumpStart), TOPS, TOPS Tech, and college entrance requirements. Courses may not be included in the Master Schedule if it is not fiscally prudent to offer the course based on limited enrollment. Should a course that a student selected not be available, the student will be offered additional course options based on their knowledge, skills, and interests.

**ENROLLMENT GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS**

In addition to the preceding procedure, please note the following guidelines involved in facilitating CTE enrollment for a high school student with special needs. Unless noted, the following applies to students eligible for IEP or 504 services.

Case managers/IEP teams are encouraged to request program information and consult with school counselors and CTE teachers regarding program prerequisites and requirements relative to a student's needs. Students identified as being eligible for services under the Individuals with Disabilities Education Act, and/or reasonable accommodations under Section 504 of the Rehabilitation Act, shall be considered for enrollment in CTE courses at an IEP/504 meeting. Members of the IEP/504 team shall include the instructor of the desired CTE program. In the interest of appropriate placement, it is strongly encouraged that case managers and counselors communicate with each other to coordinate during the process.

When a student with a special needs designation is enrolled in a CTE course/program, the school must provide the CTE teacher with a copy of the IEP, 504 plan, evaluations and any other information pertinent to evaluation of the appropriateness of a student's proposed CTE program. IEP/504 meetings as required for students served under IDEA or 504 will be conducted through the school year to help assure the student has been properly placed and receives the supports necessary for successful program completion. Members of the IEP/504 team shall include the special populations teacher and the instructor of the desired CTE program in meetings as required/needed.

### **PREREQUISITES AND ELEGIBILITY REQUIREMENTS**

Review the Course Catalog found on the Central High School website under the Counseling Tab to determine pre-requisites. In addition, the following admissions requirements are recommended:

**Drafting and Carpentry:** An understanding of basic algebra, fractions and measurements are needed to successfully complete these courses.

**Carpentry, Electrical and Welding:** Eye-hand coordination, manual dexterity and physical strength, mobility and stamina; the ability to read and understand highly technical information, use sensitive sophisticated equipment, and work independently and in groups on involved tasks requiring concentration and accuracy are needed to successfully complete these courses.

**Certified Nurse Assistant/EMT:** Proficiency in biology is a prerequisite for application to these programs.

Prerequisites help to ensure that students are academically and technically qualified and ready for learning in the CTE program. Prerequisites should be based on academic skills that students must master *before* enrolling in a CTE program. If a student enters the program without adequate skills in this academic area, he/she will most likely have a difficult time keeping pace with the coursework. As a student falls further behind in a CTE program, his/her chance for successful program completion diminishes and his/her prospect for postsecondary employment in a high wage, high skill, high demand occupation lessens as well.

This notice is available on the Central High School website, <http://centralhigh.centralcss.org>, and in the counseling office.

Central High School does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.