



## GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

Brian Shakespeare, Assistant Superintendent  
856-468-1445 ext. 2228

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### **Annual Non-Discrimination Notification**

The Gloucester County Vocational-Technical School District (GCVTSD) does not discriminate in admissions or access to, or treatment, or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Under the Law Against Discrimination (LAD) New Jersey has the following protected classes (2022): Race or color; Religion or creed; National origin, nationality, or ancestry; Sex, pregnancy, or breastfeeding; Sexual orientation; Gender identity or expression; Disability; Marital status or domestic partnership/civil union status; Liability for military service. In employment: age, atypical hereditary cellular or blood trait, genetic information, the refusal to submit to a genetic test or make available to an employer the results of a genetic test. The GCVTSD offers programs in many career and technical education program areas under its open admissions policy. Lack of English language proficiency will not be a barrier to admissions and participation in career and technical education programs. For more information about CTE course offerings and admissions criteria contact Brian Shakespeare, Assistant Superintendent/CTE Director: [bshakespeare@gcecnj.org](mailto:bshakespeare@gcecnj.org) or 856-468-1445 ext. 2228. The following people have been designated to handle inquires/complaints regarding the non-discrimination policies:

Brian Shakespeare /Affirmative Action Officer/Title II Coordinator  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 2228  
[bshakespeare@gcecnj.org](mailto:bshakespeare@gcecnj.org)

Allie Jones/ ADA/Section 504 Staff Coordinator/Title IX Coordinator  
1340 Tanyard Road, Sewell, NJ 08080  
856-468-6530 ext. 1023  
[ajones@gcecnj.org](mailto:ajones@gcecnj.org)

Karen D'Orazio / ADA/Section 504 Student Coordinator  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 2508  
[kdorazio@gcecnj.org](mailto:kdorazio@gcecnj.org)

The Career and Technical Education programs offered at the secondary level include:

1. Advanced Manufacturing
2. Automotive/Automotive Mechanics Technology
3. Baking & Pastry Arts/Baker/Pastry Chef
4. Biology Science
5. Carpentry/Carpenter
6. Computer Systems Networking and Telecommunications
7. Cosmetology/Cosmetologist
8. Culinary Arts/Chef Training
9. Dance
10. Design & Visual Communications
11. Drama and Dramatics/Theatre Arts
12. Electrician
13. Engineering Technology
14. Finance
15. Health Services/Allied Health/Health Sciences
16. Heating, Air Conditioning, Ventilation and Refrigeration Maintenance
17. Plumbing/Plumber
18. Welding Technology/Welder

GCVTSD admits students based on the following processes/criteria:

#### Admissions Process

- Students may apply to only one program.
- Supporting documentation will be collected by GCIT after submission of application.
- Performing Arts applicants must also participate in an audition.
- Students have the opportunity to visit any program that they are interested in during the application process.
- Applicant & parent/guardian are encouraged to attend an information session.
- Applications received after the deadline will be reviewed for acceptance on a space available basis.

#### Admissions Criteria

Entrance to GCIT for incoming 9<sup>th</sup> graders is based on:

- Declaration of career focus
- Academic record (7<sup>th</sup> grade final grades, 8<sup>th</sup> grade first marking period grades)
- Standardized assessment
- Applications are open to all Gloucester County residents

**Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs** (34 C.F.R. Part 100, Appendix B, Section IV-A): “criteria controlling student eligibility for admission to vocational education schools, facilities and programs may not unlawfully discriminate on the basis of race, color, national origin, sex, or handicap. A recipient may not develop, impose, maintain, approve, or implement such discriminatory admissions criteria.”

**Federal Regulations for Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance** (34 C.F.R. Part 104.4(a)(b): “no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance, et seq,”

Specific examples of inquiries about a student’s disability status that must be avoided include, but are not limited to the following:

- Requiring disclosure on an application of whether an applicant is currently, or has even been determined eligible for special education or a Section 504 Plan;
- Requiring submission of an Individualized Education Program (IEP) or 504 Plan as part of the application screening process;
- Requiring submission of a student’s medical history as part of the application screening process; and
- Creating additional criteria for students with disabilities as part of the screening process not required of other applicants (such as an interview or occupational assessment).

Inquiries into whether a student has been determined eligible for special education or a Section 504 Plan and reviewing the IEP should occur only **after** the student has been given a bona fide offer of acceptance into the school.

GCVTSD admits secondary level students based on the following:

The GCVTSD secondary level admissions process for students applying for the 2023-2024 school year has been reviewed by the Admissions Department, Diversity Committee and approved by the Board of Education. Students will be evaluated on the required criteria that is collected from their counselors at their home school district.

Based on the rubric and criteria students will be scored and ranked. Students begin with a full score of 2,000 or higher if they are applying for performing arts. Specialized and individualized recruitment opportunities are made available to students with disabilities, English Language Learners, minorities, and non-traditional students.

<p><b>Standardized Test</b>  The most recent standardized test will be used. Depending on the student’s educational institution the test will change, i.e., New Jersey Student Learning Assessment (NJSLA), IOWA, Terra Nova, Star, etc. Scores will be calculated to a 0-1,000 scale.  If NJSLA scores are not available to a student being Home Schooled Charter, or from a non-public school other standardized assessments will be used to calculate the score. The most recent standardized test taken by the student will be used. The test will have a National Percentile Ranking (NPR). The test used to score the students can be different based on the institution that they attend. For public school students it will be the NJSLA and for non-public or charter schools the administered test could be IOWA, Terra Nova, Star, etc.  The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	1,000
<p><b>Grade 7 – Final Report Card</b>  The subject grades used to calculate the total will be Science, Math, History, and English. Final numerical values will be used.  Students will not be excluded based on race, color, national origin, sex, or disability status based on GPA status, this will be applied fairly to all students.  The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	500
<p><b>Grade 8 – First Marking Period</b>  Each course will receive the numerical value of the grade earned at the end of the first marking period.  The subject grades used to calculate the total will be Science, Math, History, and English.  The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	500
<p><b>Total Points</b></p>	=	2,000

<p><b>Audition Score (Drama)</b>  Students will be assigned a date and time for their audition. Staff members will evaluate, and score based on preparation/memorization, characterization, energy/focus, voice, movement/body, and professionalism.</p>	600
<p><b>Audition Score (Dance)</b>  Students will be assigned a date and time for their audition. Staff members will evaluate, and score based on body alignment/technical proficiency, rhythmic acuity/musicality, range of dynamics/movement qualities, integration of whole-body movement and use of center of weight distribution, and ability to retain phrase work.</p>	500

- Specialized and individualized recruitment opportunities are made available to students with disabilities, English Language Learners, minorities, and non-traditional students.
- Support systems are provided to students with disabilities, visual and hearing impairment, and English Language Learners
- GCIT does not collect any identifying information on students such as race, color, national origin, sex, or disability are not identified prior to a student being offered enrollment to a program.
- All criteria are required. If anything is missing the applicant will be considered incomplete. The application deadline must be met, or the application will be considered late.