

**CV-TEC CRITERIA
Applicant Review**

Student Name: _____

Cohort Year: _____

<u>FIRST YEAR REVIEW</u>	<u>SECOND YEAR REVIEW:</u>
Date of Review: _____ CV-TEC Program of Study: _____ Current Grade: _____	Date of Review: _____ CV-TEC Program of Study: _____ Current Grade: _____
Attendance: Less Than 15 Unexcused Absences For Consideration. Total Absences: _____ <ul style="list-style-type: none"> Total Unexcused: _____ Total Excused: _____ 	Attendance: Less Than 15 Unexcused Absences For Consideration. Total Absences: _____ <ul style="list-style-type: none"> Total Unexcused: _____ Total Excused: _____ On Track with programs certification requirements and hours. Yes: ___ or No: ___
Credits: 10 Or More Credits For Consideration Total Credits: _____ Has passed all ELA and Social Studies courses (9 th and 10 th grade): Yes: ___ or No: ___ If Not, Which courses has the student Failed? _____ _____	Credits: 16 or more Credits For Consideration Total Credits: _____ On-track for graduation for cohort year. Yes: ___ or No: ___ _____ Did the student pass all CTE Courses and the CV-TEC program: Yes: ___ or No: ___
Regents: Has passed 2 of the 3 regents offered during 9 and 10 th grade (Circle Tests Passed) <ul style="list-style-type: none"> Algebra Science: Earth Science or Living Environment Global 	Regents: Has passed 4 of the 5 required regents offered during 9 th , 10 th and 11 th grade. (Circle Tests Passed) Algebra Science: Earth Science or Living Environment Global ELA 11 US History
Behavior: Student must adequately comply with the BCSD Student Handbook/Code Of conduct. Does the student comply with BCS Handbook/ Code Of conduct: Yes: ___ or No: ___ 5 or less Referrals per year for consideration _____ No more than 1 Suspension for consideration _____ # of Suspensions _____	Behavior: Student must adequately comply with the BCSD Student Handbook/Code Of conduct. Does the student comply with BCS Handbook/ Code Of conduct: Yes: ___ or No: ___ 5 or less Referrals per year for consideration _____ No more than 1 Suspension for consideration _____ # of Suspensions _____

COMMENTS:	COMMENTS:
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SPECIAL CONSIDERATIONS:

<ul style="list-style-type: none"> • Risk of not completing high school 	<ul style="list-style-type: none"> • Out of age in cohort group (with at least 8 credits) 	<ul style="list-style-type: none"> • In a Credit recovery or 1st year SOAR program
<ul style="list-style-type: none"> • Change of Program: Will the student receive a CV-TEC Certificate? Yes: ____ or No: ____ 	<ul style="list-style-type: none"> • Long term out of school suspensions 	<ul style="list-style-type: none"> • Other Special Circumstances

COMMENTS: *(Please use the space below to provide supporting details to the special considerations.)*

<p>First Year Review-Eligible: Yes: ____ or No: ____</p>	<p>Second Year Review-Eligible: Yes: ____ or No: ____</p>
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CV-TEC PROCESS

1. The 8th Grade and freshmen classes will be notified of the CV-TEC criteria during a class meeting/assembly (*meeting will be scheduled in February before the CV-TEC Field trip.*) by the building principal and reinforced by the school counselors during individual counseling meetings and classroom visits.
2. A field trip for eligible sophomores to CV-TEC for interested students will be scheduled each February or March. Counselors will use the sign-up sheet for the field trip to CV-TEC to schedule meetings with the students interested and remind them of the criteria. Counselors will conduct a records review with the student so students have a clear understanding of the expectations. A letter to the parent(s) of the interested students will be sent home by the counseling office explaining the criteria for students to attend CV-TEC.
3. When meeting with students for scheduling for the new school year, a review of the student's attendance record and academic performance will be done to determine if the student will be able to attend CV-TEC. If the student may not be eligible, please inform the student of that possibility at the time course selection is made. Students will be informed at the earliest possible point in time of their failure to meet criteria.
4. Counselors will complete a CV-TEC Criteria Form for each student at the beginning of July (all forms due by July 1st) providing determining information. Students' schedules will be finalized after the Principal has agreed to their attendance at CV-TEC. Counselors will be able to put in writing any other contributing factors for consideration prior to determining if a student should or should not attend CV-TEC. A meeting with the counselors to discuss student recommendations for CV-TEC may be required. The Principal will use the criteria sheet to make the final decisions.
5. The criteria form shall be submitted to the HS Principal by July 15th for final approval prior to scheduling students in the requested CV-TEC program. Determination of who will attend CV-TEC will be made by the High School Principal based on the information provided; therefore, attaching any supportive materials such as transcripts, attendance, discipline, etc. is suggested.
6. The parents of all students enrolled in CV-TEC will receive a letter with their child's schedule explaining the attendance and academic criteria policy.
7. Students will not be admitted/registered into the CV-TEC program after July 15th.
8. Students who miss three (3) or more days of school or receive (3) or more discipline referrals prior to September 26th may be removed from the CV-TEC program. The following steps will be followed:
 - a. Counselor will immediately inform the Principal of the student's records needing to be reviewed for potential removal from the CV-TEC program.
 - b. After the Principal has been fully notified of the situation, the Principal will determine the students' eligibility for the program.
 - c. Once the program eligibility has been determined, the Counselor will call the parents and student informing them of the attendance and academic process.
 - d. A letter will be mailed to the parents informing them of any program change along with a copy of the new schedule from the counseling office.
 - e. Counselor will call CV-TEC to inform their counseling office of the student being exited.