

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: SECONDARY COMPLETER

ADOPTED: July 7, 2008

FIRST READING: June 2, 2008

217 - SECONDARY COMPLETER	
1. Purpose	The Joint Operating Committee will acknowledge each student's successful completion of the career and technical program by awarding a certificate at appropriate ceremonies.
2. Authority	<p>The Joint Operating Committee does not issue a diploma at the conclusion of a student's career and technical program at the school. It shall recognize the student's achievement by awarding an appropriate certificate.</p> <p>The Joint Operating Committee shall provide documents by which a student may indicate to an employer or postsecondary institution the completion of a career and technical program and attainment of skills.</p>
3. Guidelines	In order to fulfill the responsibilities to merit a diploma from the home school and a certificate from Monroe Career and Technical Institute, the student must:
4. Perkins IV	<ol style="list-style-type: none"> 1. Concentrator – A student, who by the end of the reporting school year, was reported as having earned at least 50% of the minimum technical instructional hours required for Pennsylvania Department of Education program approval. 2. Completer (State Budget Definition) – A secondary concentrator who (1) completed all program requirements necessary to achieve his/her career objective, (2) completed a PDE approved occupational end-of-program assessment, and (3) attained a high school diploma or equivalent.
5. Delegation of Responsibility	The Director or designee shall be responsible for planning and executing ceremonies that appropriately recognize this important achievement.
6. Policy 212 – Reporting Student Progress	Periodic warnings shall be issued to parents and the sending district of students in danger of not fulfilling the secondary completion requirements.