



# ADMINISTRATIVE PROCEDURE

ENTRANCE, MONITORING AND EXIT PROCEDURES FOR  
PATHWAYS IN TECHNOLOGY EARLY COLLEGE HIGH  
SCHOOL (P-TECH)

6147

Procedure No.

October 8, 2018

**I. PURPOSE:** The purpose of this procedure is to identify the steps to be taken to admit students and to monitor and exit students who are enrolled in the Pathways in Technology Early College High School (P-TECH). The Pathways in Technology Early College High School is a specialty program.

**II. DEFINITIONS:**

There are two types of specialty programs:

1. Open Access: Whole school programs are located in neighborhoods where every child in the boundary automatically participates in the specialty program.
2. Selection-based specialty programs: Students must submit an application, then audition, and/or meet certain selection criteria (lottery, testing). These selection-based programs can encompass the whole school or be a school within a school. The Pathways in Technology Early College High School is a selection-based specialty program. Students seeking entrance into these programs must meet lottery criteria for admission.

**III. BACKGROUND:**

Pathways in Technology Early College High School (P-TECH) schools are a grades 9-14 school model, which combines high school, college and the world of work. The P-TECH mission is to provide students with an education that starts in grade 9, continues through high school completion with a high school diploma, and culminates in the attainment of an associate degree program from Prince George's Community College (PGCC).

P-TECH includes authentic work experiences designed to prepare students for positions in an identified career field. Specifically, the P-TECH model delivers five core benefits to students:

1. A rigorous, relevant, and cost-free education from grades 9 to 14 that is focused on the knowledge and skills students need for Information Technology, Healthcare Professions, and/or Consumer Services careers;
2. Workplace learning that includes ongoing mentoring by professionals in the chosen career sector, worksite visits, speakers, and at least one paid summer internship of at least 6 weeks;
3. Intensive, individualized academic support by K-12 and college faculty



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within an extended academic year or school day that enables students to progress through the program at their own pace;

4. An Associate of Applied Science (A.A.S.) degree or the two-year degree that is the industry standard for the targeted jobs in a high-tech field; and
5. The commitment to be first in line for job consideration with the participating business/employer partners following completion of the program.

The program is also designed to: develop programs of study in high-wage, high-skill, high-demand career areas; align high school, college, and community systems in these programs of study; increase opportunity and access to post-secondary education for academically at-risk, disadvantaged populations of students; support strong academic performance; promote informed and appropriate career choice and preparation; and ensure that employers in key technical fields have access to a talented and skilled workforce.

## IV. PROCEDURES:

### A. **Entrance Requirements**

P-TECH students are not academically screened for admission. Students can only apply and be considered for the lottery during their 8<sup>th</sup> grade school year. Transportation will not be provided for participating students who reside outside of the attendance area for Frederick Douglass High School.

### B. **Monitoring**

1. Students have up to six (6) years to complete the program. Students are considered full-time PGCPS students until completion of the P-TECH program. Students requiring more than four years to complete the program will receive their high school diploma upon completion of the A.A.S. degree.
2. Due to the highly structured nature of P-TECH, it is essential for students to achieve fundamental levels of proficiency in required courses. A student's continuation in the program will depend upon the successful demonstration of minimal proficiencies in required PGCPS and PGCC courses. This level of achievement is necessary to ensure academic success in subsequent required courses.
3. Students are required to earn a grade of C or higher in all required courses or



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6147

Procedure No.

October 8, 2018

maintain a cumulative GPA (grade point average) of 2.0. Required P-TECH courses include all PGCPS and PGCC courses.

### C. Attendance

Due to the high level of required directed instruction and rigor of the courses, regular attendance is required for P-TECH. Additionally, student participation in bridge programs and internships during the summer is required for student success.

1. Whenever it is determined that a student's attendance requires intervention, written notification of that determination will be provided to the parents/guardians.
2. School Administrators, coordinators and teachers may request a review of student's attendance in PGCPS courses and PGCC courses if a student has 8 unlawful absences from a class in a quarter, 15 unlawful days in a semester or 20 or more unlawful absences from school in a year.
3. Attendance interventions initiated by Administrators, coordinators and/or school counselors will include a parent conference and strategic intervention provided by the School Instructional Team (SIT).
4. Removal:
  - a. Students who have received attendance interventions and were unsuccessful in consistently improving attendance will be referred to the SIT for a final decision. If withdrawal is the recommendation of the SIT Team and/or Principal, the student will be withdrawn from the program and returned to their regular attendance school immediately.
  - b. Withdrawal supporting documentation must include: (1) the student's withdrawal letter; (2) the student's action plan; and (3) any other documentation pertaining to the student's withdrawal (e.g., report card, behavioral plan, attendance record, etc.).
  - c. A student's removal from P-TECH on the basis of attendance shall be effective upon the decision of the Principal and will not be stayed pending the results of an appeal.



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6147

Procedure No.

October 8, 2018

### 5. Withdrawal:

Any student who voluntarily withdraws from P-TECH will be returned to his/her regular attendance high school immediately.

## D. Academic Difficulties

A student in the P-TECH program is considered to be experiencing academic difficulty if he/she does not earn a grade of C or higher in required courses, or maintain a cumulative GPA (grade point average) of 2.0. Students who receive a grade of D or E during any quarter in any of the required courses, or who earn less than a 2.0 GPA, will be placed on Academic Probation (see Attachment 1). Students will remain on Academic Probation the remainder of the semester and the semester following the failing grade.

1. Students experiencing academic difficulty will be placed on academic probation. Students on academic probation will be given academic assistance at the end of the marking period/quarter in which the student fails to meet minimal proficiency.
2. The following procedures apply:
  - a. Academic assistance will include communication with the home and academic assistance provided by teachers, counselors, and the P-TECH Coordinator. For students in their first year of P-TECH, “communication with the home” must include a parent conference and written action plan.
  - b. At any time, parents/guardians or staff members may request a review of a student’s grades.
  - c. Whenever it is determined that a student is in need of academic assistance, the P-TECH Coordinator will provide written notification to parents/guardians about the need for academic assistance.
  - d. Students who have received academic assistance or fail to participate in the academic assistance provided, and have not met any of the conditions listed in Section IV, B, will remain on academic probation through the remainder of the current semester and the semester following the initial quarter.
  - e. Upon completion of academic probation, students failing to meet the



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ENTRANCE, MONITORING AND EXIT PROCEDURES FOR  
PATHWAYS IN TECHNOLOGY EARLY COLLEGE HIGH  
SCHOOL (P-TECH)

6147

Procedure No.

October 8, 2018

requirements will be notified in writing of the decision to return them to their regular attendance area high school.

- f. Student's failing to meet the promotion requirements for the next grade level or failing to progress toward fulfilling the graduation requirements with regards to the PARCC assessments may be returned to their regular attendance high school.

### **E. Behavioral Difficulties**

P-TECH students are required to adhere to the PGCPS Student Rights and Responsibilities Handbook and Code of Student Conduct. A student is considered to be experiencing behavioral difficulty for a range of disciplinary conduct that significantly disrupts the educational environment, indicates the student's unwillingness to continue participation in P-TECH, or causes actual or potential harm to other students, staff or him/herself.

1. Whenever it is determined that a student is in need of behavioral intervention, written notifications of that determination will be provided to the parents/guardians.
2. At any time, parents/guardians, teacher, counselors, administrators or coordinators may request a conference to review a student's conduct.
3. Behavioral interventions initiated by administrators, coordinators and/or school counselors will include a parent conference, strategic interventions and written action plan by the designated school-based team.
4. Students who have received behavioral intervention and were unsuccessful in rectifying their behavior will be recommended to the principal for withdrawal from the program on the basis of behavior.
5. Withdrawal:
  - a. A student may be subject to immediate removal from the specialty program, as noted in the Code of Student Conduct (Response Levels 3 -5), for documented behavioral violations that include, but are not limited to the following: arson, assault, bullying, sexual harassment, theft, threat, use/distribution of controlled substances and use/possession of weapons or instruments used as such.
  - b. A student may also be subject to removal if interventions have not



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Procedure No.

October 8, 2018

yielded positive results and/or rectified the repeated behaviors.

- c. If the principal of P-TECH agrees with the designated school-based team recommendation, then a student's removal from program should be effective immediately. The student is withdrawn from the program and returned to their regular attendance area school immediately.
- d. Withdrawal supporting documentation must include (1) the student's withdrawal letter; (2) the student's action plan; and (3) any other documentation pertaining to the student's withdrawal (e.g., report card, behavioral plan, attendance record, etc.).

### **F. Appeal Rights**

1. A student's removal from P-TECH shall be effective upon the decision of the Principal and will not be stayed pending the results of an appeal.
2. If a parent disagrees with the decision to remove a student from the specialty program for reasons outlined in this procedure, the parent may submit a written appeal to the Chief Academic Officer within 10 calendar days of the withdrawal decision.
3. If P-TECH Program's decision is to withdraw the student, the parent may appeal that decision to the Office of Appeals, which serves as the Chief Executive Officer's (CEO) designee. The decision of the CEO's designee shall be final.
4. Following the final decision, if upheld, the Principal will send a copy of the withdrawal letter to the Department of Pupil Accounting and School Boundaries.
5. The student will be removed from the program file.

### **V. MONITORING AND COMPLIANCE:**

The Division of Teaching and Learning will be responsible for monitoring compliance with this procedure.

### **VI. RELATED PROCEDURES:**

Administrative Procedure 5110.3 Student Transfers (5110.3);  
Administrative Procedure 5123.2, General Procedures Pertaining to Promotion, Retention



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ENTRANCE, MONITORING AND EXIT PROCEDURES FOR  
PATHWAYS IN TECHNOLOGY EARLY COLLEGE HIGH  
SCHOOL (P-TECH)

6147

Procedure No.

October 8, 2018

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and Acceleration of Students;  
Administrative Procedure 5113, Student Attendance, Absence and Truancy ;  
Administrative Procedure 6150, Educational Requirements and Options in Secondary  
Schools; and  
Administrative Procedure 10101, Student Rights and Responsibilities Handbook

**VII. MAINTENANCE AND UPDATE OF THESE PROCEDURES:**

This procedure originates with the Division of Teaching and Learning and will be updated as needed.

**VIII. CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

**IX. EFFECTIVE DATE:** October 8, 2018

Attachment 1: Academic Probation Form