



Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	Second Reading

Purpose

The goal of the center (school) is to enroll students in programs that meet their interests and abilities and prepare them for future education or employment opportunities.

Authority

The Joint Operating Committee shall establish requirements for admission of students that are consistent with law, regulations and sound educational practice and ensure the equitable treatment of all eligible students. [1][2][3][4][5][6][7][8][9]

Such requirements shall be in accordance with the provisions of the Articles of Agreement. [10]

Students Experiencing Educational Instability

The Joint Operating Committee directs the center (school) to immediately admit students experiencing homelessness and other forms of educational instability, even if the required documents are unavailable, in accordance with Joint Operating Committee policy, law and regulation. [11][12]

Delegation of Responsibility

The Administrative Director or designee shall be responsible to ensure that:

1. **Information is made available to** all students and parents/guardians residing in participating school districts, **including students enrolled in home education programs, regarding** the students' right to **apply for participation** in career and technical **education** programs and courses, and that students with disabilities enrolled in the center's (school's) programs are entitled to special education services and programs. [5][7][9][12]
2. Written criteria for evaluating the admission of eligible students is developed and distributed. [3][5]
3. Course announcements, guidance materials and other communications convey the philosophy of equal access to career and technical **education** programs and include admissions criteria and procedures. [5]
4. No discrimination occurs on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, handicap/disability or age with regards to the admission of students. [8][9][14]

The Administrative Director shall establish procedures for prioritization of admission to career and technical education programs with a limited participation capacity. [7]

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- [1. 24 P.S. 1840.1](#)
- [2. 24 P.S. 1841](#)
- [3. 24 P.S. 1850.1](#)
- [4. 22 PA Code 339.21](#)
- [5. 22 PA Code 4.31](#)
- [6. 22 PA Code 4.35](#)
- [7. 24 P.S. 1327.1](#)
8. Pol. 103
9. Pol. 103.1
10. Articles of Agreement
- [11. 24 P.S. 1331.1](#)
12. Pol. 251
13. Pol. 113
- [14. 22 PA Code 4.4](#)



Book	Policy Manual
Section	200 Pupils
Title	Reporting Student Progress
Code	212 Vol I 2023
Status	Second Reading

Purpose

The Joint Operating Committee recognizes that communication between the center (school) and home is a vital component in the growth and education of each student. The Joint Operating Committee acknowledges the center's (school's) responsibility to keep parents/guardians informed of student welfare and academic progress.

Authority

The Joint Operating Committee directs that the center's (school's) instructional program shall include a system of measuring all students' academic progress.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee directs the Administrative Director to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.[\[3\]](#)

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for reporting student progress to parents/guardians.

The Administrative Director or designee shall provide the home education program supervisor of a home education student participating in a career and technical education program with a grade for each course completed, in accordance with applicable law. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[\[4\]](#)[\[5\]](#)

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.[\[6\]](#)[\[7\]](#)

Guidelines

Various methods of reporting shall be utilized.

Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's program status.

Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.

Grade reports shall be issued at intervals of not less than every nine weeks.

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[1. 22 PA Code 4.11](#)

2. Pol. 127

[3. 24 P.S. 1850.1](#)

[4. 24 P.S. 1327.1](#)

5. Pol. 201

[6. 24 P.S. 1531](#)

[7. 24 P.S. 1532](#)

Pol. 102

Pol. 138

Pol. 216



Central Pennsylvania Institute of Science and Technology
540 North Harrison Road
Pleasant Gap, PA 16823
Phone: (814)359-2793 Fax: (814)359-2599

To: Dr. Richard C. Makin
From: Mr. Todd Taylor
Date: March 23, 2023
Subject: Assignment and Compensation Update

At the September 10, 2018 Joint Operating Committee (JOC) meeting, the JOC gave approval to confer authority to CPI administrators, President, Vice-President of Secondary Education, and Vice-President of Post-Secondary Education, to assign and compensate by classification of faculty and staff as needed with monthly updates to the Joint Operating Committee. Such classifications shall be made per PDE or accreditor standards.

The following is an assignment and compensation update for the JOC:

1. Jeanne Kerschner, Consultant, Occupational Therapy Assistant Degree Program: We are recommending the CPI pay Jeanne Kerschner (*former Director of Penn College's OTA Program*) at a rate of \$40/hour for consulting, program, curriculum and accreditor work as required by CPI's OTA Program.