



**Stafford Technical Center**  
**Entry Requirements and Credit Opportunities**  
**2013-2014**

The student in collaboration with his/her sending school will submit the following with an application prior to **March 15th**. Applications submitted following that date will be accepted on a space available basis. Please note that the application requires the applicant to answer two questions relevant to his/her program choice. Applications received without responses to these questions will not be considered.

Selection criteria is based upon:

- Responses to the questions on the application
- Prior academic performance history
- Prior attendance history
- Potential for success in the career area/program chosen as well as individual program entry requirements (see attached)
- An interview with the program instructor or STC Staff
- The candidate's ability to follow school and safety rules

To aid in the enrollment process, Guidance Counselors are asked to attach the following to the completed applications:

1. Attendance records for the preceding school years.
2. A transcript that indicates previous coursework and most recent report card.
3. Credit Analysis – 4 year plan.

All students agree to visit the program of his/her choice and meet with the instructor prior to acceptance. The student, parent, and sending school agree to a fifteen-day probationary period. Within that period of time, a student may be asked by Stafford Technical Center or the sending school to withdraw. This will occur if it is determined that the student is not appropriate for the program or if the program is not appropriate for the student either academically or behaviorally. (This does not preclude students from being removed from Stafford Technical Center based upon standard disciplinary procedures.)

Applying to a Stafford Program denotes agreement on the part of the student, parent and sending school that prerequisites for individual programs have been met or that a reasonable plan to meet the prerequisites has been developed with the Stafford Technical Center instructor and staff. For more information, contact 802-770-1050.

## **Procedures for Appointment as a Second Year Student**

### **Criteria to be considered as a second year student:**

- a minimum of an 80 average in your technical program
- passing all academic classes
- on-track for graduation
- strong recommendation from current technical program instructor
- good attendance
- self-motivation
- positive attitude/behavior
- Video and Multimedia Communication Program, Digital Arts Program, Health Careers Academy, Culinary Arts, and Public Safety Services: Law Enforcement have additional criteria for students planning a second year in these programs. (Specific information is available in the STC Guidance Office).

### **The Process for requesting a Second Year appointment:**

- ⇒ You and your sending school Guidance Counselor need to fill out the application. Your sending school Guidance Counselor must sign it.
- ⇒ Complete the "Student Information Form" and pass it in with the application to the Stafford Technical Center Guidance Coordinator.
- ⇒ Request that your current Program Instructor complete a "Teacher Information Form". Your Instructor will fill out the form and give it directly to the Stafford Technical Center Guidance Coordinator.
- ⇒ For a student wishing to stay in the same Program Area, in all but a limited number of cases, the expectation is that you will participate in a Co-op Experience. Therefore, you must be able and willing to represent Stafford Technical Center in a professional manner.
- ⇒ By staying for a second year you should be enhancing your personal career opportunities.

For more information, contact 802-770-1050

### **Student Access**

In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, it is the policy of the Stafford Technical Center that no person, upon the basis of race, color, national origin, creed or faith, gender, age, sexual orientation or handicapping conditions and/or disability shall be excluded from participation in, denied the privilege of, or be subjected to discrimination in any educational program or activity at the Center. Questions should be directed to Ellie McGarry, Director of Support Services, 6 Church Street, Rutland, VT 05701 or call 802-773-1900.

### **Administrative Procedure 1990-3221 Public Complaints:**

The following chain of command is provided for complaints. It is predicated upon the assumption, for the most efficient use of everyone's time, that the best resolution of complaints is at the lowest possible level of the school district organization.

1. The citizen with a complaint should make every possible attempt to reconcile the complaint or difference of opinion at the teacher, department level, or school building level.
2. If no reasonable answer is obtained at the first step, the citizen may contact the next level supervisor in search of an amicable solution. The citizen shall have the right of appeal, finally to the Superintendent.
3. If no reasonable answer is provided for the complainant, the citizen should then bring the issue to the attention of the school board.