

POLICY

No. STU - 1

Date Adopted: December 15, 1986

Date Effective: December 15, 1986

Subject: STUDENT ADMISSION POLICY FOR FULL TIME PROGRAMS

I. PURPOSE

The purpose of this policy is to set out in written form the eligibility requirements and guidelines for admitting students to Tulsa Vo-Tech full time programs.

II. POLICY

It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any education program or service or any other activity for which the Board is responsible.

Secondary students residing within the District must be regularly enrolled in a high school located in Tulsa County Area Vocational-Technical School District No. 18 in order to attend a Tulsa Vo-Tech program tuition free.

Secondary students residing out of the District and adult students must make application to the Assistant Superintendent for Instruction or his/her designee for admission and shall be responsible for paying tuition.

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work.

Students may be admitted to specified programs on an advanced standing status provided they meet certain criteria.

APPROVED BY THE BOARD OF EDUCATION on the 15th day
of December, 1986.

TULSA VO-TECH SCHOOL DISTRICT
NO. 18 BOARD OF EDUCATION

Harold Ch...

President

Attest:

Barbara Lovel

Secretary (Clerk)

TULSA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL DISTRICT NO. 18
dba
TULSA TECHNOLOGY CENTER

PROCEDURES

Date Effective:

Subject: STUDENT ADMISSION POLICY FOR FULL-TIME PROGRAMS

Policy No. STU-1

Adopted: December 15, 1986

**SECTION 2.0 APPEAL PROCEDURES FOR PERSONS DENIED ADMISSION TO
DISTRICT OR TO FULL-TIME PROGRAMS**

The purpose of these procedures is to establish written guidelines to be followed if a person seeks to appeal a decision to deny him/her admission to a full-time program pursuant to the Board of Education "Student Admission Policy For Full-Time Programs".

2.1. GENERAL INFORMATION

- A. Any person seeking admission to the District or to a full-time program has the right to appeal a denial of admission as set forth in these procedures.
- B. The purpose of these guidelines is to provide due process procedures for the appeal of admission denial decisions.
- C. All aspects of the appeal process shall be kept confidential. Only those individuals directly involved are to have access to any names or information.
- D. No reprisals of any kind shall be taken by the administration, faculty or any employee against any person seeking admission because the person is involved directly or indirectly in an appeal.
- E. Unless otherwise mutually agreed, the time limitations for appeal are binding on both the person seeking admission and the District.

2.2. FILING AN APPEAL

- A. A person denied admission shall file a written request for an admission appeal hearing on an approved form. The

appeal hearing request shall be filed with the Director of Student Services if admission is denied to the District or with the Campus Director if admission is denied to a program. This request form must be filed within five (5) school days after receipt of notification of denial of admission to District program.

- B. The request form for an appeal hearing must be completed with the following:
 - 1. A brief statement of the basis for the appeal.
 - 2. A statement why person appealing believes the decision was incorrect.

2.3. APPEAL HEARING

- A. Within ten (10) school days of the receipt of the appeal request form, the Campus Director or the Director of Student Services, as appropriate, will convene a meeting of the Appeal Committee.
- B. The Appeal Committee consists of:
 - 1. Voting Members:
 - a) Chairperson is the Director of Student Services if admission is denied to the District. If admission is denied to a program, the Campus Director will serve as chairperson. If the appeal involves a complaint against the Director, the chairperson will be appointed by the Superintendent or his/her designee.
 - b) A representative from the Personnel Department.
 - c) The Assistant Superintendent for Instructional Support Services Division if the appeal is for denial of admission to the District or the Assistant Superintendent for Instructional Services Division if the appeal is for denial of admission to a program.
 - 2. Non-Voting Member: recording secretary appointed by Appeal Committee chairperson.

- C. Notice of the date, time, and place for the Appeal Hearing shall be sent by certified mail to the person seeking admission or parent/guardian of secondary students under eighteen years of age seeking admission.
- D. The Appeal Hearing will be closed. Only members of the Appeal Committee, the person seeking admission, parent/guardian of a secondary student under eighteen years of age seeking admission, the person the complaint is against, and that person's supervisor, may be present for the entire meeting.
- E. The Appeal Hearing shall provide an opportunity for the person seeking admission to present a statement.
- F. The Appeal Committee will make a decision regarding the appeal by secret ballot. The recording secretary will record the votes in the minutes and give the results to the chairperson who will announce the results. Written notification will be sent by certified mail to the appellant. Minutes will be made available to the student or parent/guardian upon written request to the Appeal Committee chairperson.
- G. The decision of the Appeal Committee is final.

APPROVED:


Superintendent

DATE:

8-14-96