



# School Board of Brevard County

## CTE-CHOICE

### Question and Answer Document

#### SY 2012-2013

**1. If a high school student is interested in a particular career and technical education (CTE) program, but it is taught at another high school, is there a way for him/her to attend?**

Yes. Brevard Public Schools offers the CTE-CHOICE program to provide increased student access to high school career and technical education programs not offered at their zoned high school.

**2. What is Career and Technical Education (CTE) – CHOICE?**

It is an opportunity for high school students to have increased access to career and technical programs and courses available throughout Brevard County. The CTE-CHOICE program provides an opportunity for students to participate in a specific career and technical education program, not offered at their school, to enroll in the course(s) at another high school without having to permanently leave their zoned high school. The CTE-CHOICE program has been created to give students more options or choices.

Brevard Public School students in grades 9-12 may enroll in a CTE-CHOICE program at another high school when the same course(s) is not available at their zoned high school.

When a student submits an application to enroll in a CTE-CHOICE program, it can be for part-time, full-time, and/or dual enrollment (A.S. Degree, College Credit Certificate or Vocational Certificate) courses. A list of the various CTE-CHOICE courses/programs and the application can be obtained at any Brevard Public High School guidance department, from the Office of Career and Technical Education at 321-633-1000 ext. 380, or at [www.ctebrevard.com](http://www.ctebrevard.com).

These specialized instructional opportunities are directed at student interest and the possibilities are endless. In addition, a number of postsecondary programs are available at Brevard Community College through the vocational dual enrollment option.

If the CTE-CHOICE program is already offered at the student's zoned high school, he/she may not leave to attend the same CTE-CHOICE program at another school.

**3. How do I find out about the courses that are available and when do I apply for Career and Technical courses? Where can applications be found?**

A list of the various CTE-CHOICE courses/programs and the application can be obtained at any Brevard Public High School guidance department, from the Office of Career and Technical Education at 321-633-1000 ext. 380, or on the Brevard School District web site at: [www.ctebrevard.com](http://www.ctebrevard.com)

Students must fill out an official application form for the CTE-CHOICE program(s) each year during the BPS CHOICE registration process and deadlines. It is advisable for students to register as soon as they determine the program/course(s) they wish to enroll in for the school year. Each CTE-CHOICE course has an enrollment cap.

Applications for the 2012-2013 school year will be accepted until 4:00 pm on February 3, 2012. All applications received by this date will be treated equally.

#### **4. How does the CTE-CHOICE program work?**

CTE-CHOICE enrollment is handled one of two ways:

##### Part-time

The first option allows a CTE-CHOICE student to attend two schools each day. The student continues to attend his/her zoned high school for the main academic classes. Then, for part of the day the student would leave the zoned school to go to the host school to attend the specific CTE-CHOICE course/program, provided that the CTE course/program is not already offered at his/her zoned school. The CTE-CHOICE student remains a student of the zoned school and graduates with that school's graduating class. Students can take a mix of CTE and academic courses at the host school, if necessary for scheduling purposes.

##### Full-time

The second option allows a student to transfer permanently to the high school where the CTE course/program is offered, provided the CTE-CHOICE program is not already offered at the zoned high school. Under this scenario, the student would actually become a permanent student at the new host high school and graduate with that school's graduating class. Students who elect to participate in a CTE-CHOICE career academy must participate as full-time students.

#### **5. Explain the application process.**

CTE-CHOICE applications must be completed and submitted, with the required signatures, to the requested high school. Faxed applications will not be accepted. Once received, all applications will be reviewed for completeness, accuracy, academic/career and technical course eligibility and discipline concerns. Inaccurate information provided on the application form may result in the student's application being withdrawn from the CTE-CHOICE program. Following this process, applications are submitted for consideration and approval by the high school principal at the requested high school. Applications for the 2012-2013 school year will be accepted until 4:00 pm on February 3, 2012.

#### **6. In order to apply to the CTE-CHOICE program, does a student have to permanently transfer to the school where the program is taught?**

No. That is why the program is called CTE-CHOICE. Students in grades 9-12 can participate as part-time participants to take advantage of enrolling in a career and technical program offered at another school, without having to actually transfer to the host school. If the CTE-CHOICE program is already offered at the student's zoned high school, he/she may not leave to attend the same CTE-CHOICE program at another school.

#### **7. Are applicants who qualify admitted on a first come, first serve basis?**

All CTE-CHOICE courses have an enrollment cap. CTE-CHOICE enrollment caps are determined by each high school in response to building capacity and to ensure compliance with the Class Size Amendment Act. If enrollment requests exceed the school-established course cap, a lottery process will be held during the time period of February 15-17, 2012.

Approval/disapproval of your request is subject to criteria including space available, appropriate facility, availability of program, and your acceptance of responsibility for transportation, good attendance, academic effort, and acceptable behavior.

**8. May a student apply for the same course at more than one school?**

Yes, however, the student will be required to select one school if more than one form is submitted. Students/parents will only sign one commitment letter. The commitment letter is due the host school by 4:00 pm on March 23, 2012.

**9. Is there a required GPA for enrolling?**

No, there is not a GPA requirement, with the exception of dual enrollment courses. Some CTE-CHOICE courses are available and offered to students as dual enrollment courses and therefore require either a 2.5 GPA or a 2.0 GPA. (GPA = State unweighted cumulative GPA) Students are advised to check with their high school guidance counselor regarding dual enrollment requirements.

**10. Other than the CTE-CHOICE application, is there anything else required for admission?**

Yes, high schools will provide notification/commitment letters to families of their acceptance for the CTE-CHOICE program. Students/parents sign and submit only one commitment letter. The commitment letter is due the host school by 4:00 pm on March 23, 2012.

Students are advised to check with their high school guidance counselor regarding CTE-CHOICE dual enrollment requirements. CTE-CHOICE career academies require the submission of an additional academy application form.

**11. If requesting a full-time assignment, do students need to also complete a CTE-CHOICE application?**

Yes. Students requesting a full-time assignment for a CTE-CHOICE program need to complete the CTE-CHOICE application. Students must apply each year to the CTE-CHOICE program. Applications for the 2012-2013 school year are due to the host school by 4:00 pm on February 3, 2012.

**12. May a student apply after February 3, 2012?**

Yes. Applications received after February 3, 2012, will be assigned a number and added to a waiting list for the appropriate program. After the applicant pool that applied by February 3, 2013, has been reviewed, approved and placed in the requested course(s), any additional applications will be reviewed for consideration.

Placements for late applications are to be resolved two weeks prior to the first day of the 2012-2013 school year. Students, who are placed in a CTE-CHOICE program after the application deadline, must receive a commitment letter from the host school that will be signed by both the zoned school principal and the host school principal. Late applications will not be considered or accepted outside these designated time periods.

**13. What are the students' chances of being accepted into a CTE-CHOICE program?**

It is hard to speculate about CTE-CHOICE availability. It will depend on the number of students who apply to the various CTE-CHOICE programs/courses. All CTE-CHOICE courses have established enrollment caps.

If course enrollment requests exceed the established course cap, a lottery will be held to determine which students will be enrolled. In the event that class enrollments are filled, a general waiting list will be maintained until the start of each school year. All vacancies for the current school year will be filled from that waiting list, if possible. The waiting list does not carry forward to the following school year.

#### **14. When will students be notified of admission to the CTE-CHOICE program?**

CTE-CHOICE host high schools will send written notification to students and parents by March 2, 2012, of acceptance or rejection for admission into a CTE-CHOICE program. High schools will hold registration and commitment meetings March 12-16, 2012.

#### **15. If a student applied last year, do they need to apply again?**

Yes. Students must apply each year to the CTE-CHOICE program. Students returning and continuing in the same program may be admitted for the next level and/or sequence of the program upon completing the application form and meeting any additional program/course requirements.

#### **16. Are any students given priority?**

CTE-CHOICE students returning and continuing in the same CTE program will be admitted for the next level and/or sequence of the program, upon completing the application form.

Siblings applying to attend a CTE-CHOICE program will receive priority for admission when a brother or sister, residing at the same address, is already attending the host high school and will be attending again during the next school year.

#### **17. Will transportation be provided to the CTE-CHOICE school?**

Transportation will be available to selected school sites within a specified geographic zone. Brevard School District will provide transportation on a limited basis to students selecting a CTE-CHOICE program on a part-time basis. Transportation will only be considered within a specific geographic region or zone within the Brevard Public School District.

Part-time students needing transportation should see their guidance counselor or visit the web site: [www.ctebrevard.com](http://www.ctebrevard.com) for a copy of the CTE-CHOICE transportation plan. Transportation will be on a fixed time schedule. Part-time CTE-CHOICE students using district transportation may lose a course credit due to transportation time and may have to explore alternative means to acquire any additional course credit. Some courses have a requirement for transportation to clinical sites or to summer internship sites. Transportation in those cases will be the responsibility of the student.

#### **18. Can students attend a CTE-CHOICE career academy as a part-time student?**

No. Career academies require enrollment in multiple class periods throughout the school day. Therefore, students may only participate in a CTE-CHOICE career academy as a full-time student.

#### **19. Can students provide their own transportation to the CTE-CHOICE high school site? Do part-time students have to purchase a parking permit at both their zoned high school and the CTE-CHOICE school?**

Yes, students may provide their own transportation.

Students will only be required to purchase a parking permit once. If a parking permit was purchased from the zoned school, students must contact the high school administrator at the CTE-CHOICE school to inquire about specific parking requirements. However, they will not be required to purchase a second parking permit.

#### **20. How do the CTE-CHOICE courses fit in with a student's regular high school classes?**

To ensure that every student is postsecondary and/or workforce ready, students will be required to complete a program of study which includes a minimum of three (3) credits in at least one of the following areas prior to graduation:

- Approved Dual Enrollment, Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), approved Honors Courses (3 credits in any combination)
- or**
- Career & Technical Education Program of Study (3 or more credits to complete a sequential career and technical education program resulting in a credential endorsed by a national, state or local industry).

A CTE Program of Study is a multi-year recommended sequence of courses for each CTE program offered in Brevard Public Schools. The CTE Program of Study is a tool for students to use, together with their parents and counselors, to create their Individualized Program of Study. The recommended courses on the CTE Programs of Study will help a student to facilitate a seamless transition from high school to college and careers. CTE Programs of Study may be viewed online at [www.ctebrevard.com](http://www.ctebrevard.com).

**21. Once a student starts a course within a CTE-CHOICE program, can he/she withdraw from the course?**

Once a student enrolls in a CTE-CHOICE program, it is considered final for the remainder of the school year. However, a parent can submit a request to exit a CTE-CHOICE program to the principal of the high school. Removal of the student from the program/course will most likely occur at the semester break. A student must return to his/her zoned school of attendance at the end of the semester he/she is no longer participating in the CTE-CHOICE program.

**22. Can the course Computing for College and Careers be taken at the CTE-CHOICE school site?**

Yes, if it is taken concurrently with one or more of the other business technology education courses in the program.

**23. Is there a special dress code for CTE-CHOICE students?**

Students are expected to follow the Brevard Public School dress code as well as any other program specific dress and safety requirements.

**24. If a student is going to be a senior, is it too late to enroll in the CTE-CHOICE program?**

It is not too late for seniors to take advantage of their options by enrolling in CTE courses provided the student meets all requirements and application dates and will also be able to fulfill all their required academic courses. While a student enrolling in this program in his/her last year of high school may not have enough time to complete the sequential program, it can provide the student with an opportunity to explore a career field prior to graduation.

**25. Will a student's class rank be affected by enrolling in a CTE-CHOICE program at another school?**

The student will be receiving a grade for participation in the CTE course(s) and academic course(s), regardless of where the courses are taken. For part-time CTE-CHOICE students, report cards will be generated by the zoned high school. Students will be responsible for submitting required information/documentation as requested. Grades will be recorded in the student's academic folder at his/her zoned high school. The CTE-CHOICE student's academic history and class ranking will remain with his/her zoned high school cumulative folder.

**26. How will attendance be handled and what are the student responsibilities concerning school announcements and other general information?**

Attendance will be taken at the host school in the respective courses, providing a record of when students are and are not in attendance. It is the responsibility of each student to show-up for class. It is their responsibility to arrive on time and at the correct location. While in class, the students will be supervised by the instructor of the course.

Students are responsible for obtaining information from their zoned school concerning announcements, tests, and other general school information.

**27. Will enrollment in CTE-CHOICE courses affect a student’s athletic status at his/her zoned school?**

Part-Time Students

No. Just as a student will take academic courses at the zoned high school, the student can also continue to participate in athletic programs and extracurricular or co-curricular activities he/she wants to participate in at the zoned school under existing procedures, policies, rules and regulations.

It will be up to the student to coordinate his/her CTE-CHOICE class schedule at the host school in conjunction with any athletic or extracurricular participation at the zoned school.

Full-Time Students

Any student in grades 9-12, who participates as a full-time CTE-CHOICE student and is enrolled at the host high school by the start of the school year, is eligible to participate as a student athlete.

*(Memo 6/11/09 BD)*

***(Consult with high school administration for the most current athletic and extracurricular or co-curricular activities eligibility criteria.)***

**28. Where will CTE-CHOICE students take the FCAT and other required high-stakes tests?**

For part-time CTE-CHOICE students, FCAT and other required high-stakes testing will take place at the student’s zoned school of attendance. Contact the guidance counselor at the student’s zoned school of attendance for test administration information. It is the student’s responsibility to arrive on time and at the correct location.

**29. Who can I contact if I have additional questions about CTE-CHOICE?**

Each school has a designated CTE-CHOICE contact person who will be happy to answer any additional questions or contact the Brevard Public Schools Office of Career & Technical Education at 321-633-1000, extension 380.

**CTE-CHOICE Dual Enrollment Questions:**

**30. How does the dual enrollment program work? Does a student take college classes while still attending high school?**

Dual enrollment is a partnership between Brevard Public Schools and Brevard Community College (BCC) that allows eligible high school students the opportunity to attend certain postsecondary courses and earn college level or certificate credit while simultaneously being enrolled in high school. Under this program dual enrollment students will not be charged for college tuition or books.

Provided a student meets the required GPA, he/she may work towards an Associate in Science degree, Technical Certificate, or a Postsecondary Adult Vocational certificate (PSAV) in a variety of programs. Students earn both high school elective credit and postsecondary credit for each course. Many vocational dual enrollment courses are offered on a high school campus.

Students should see their high school counselor and review the BCC catalog or web site for more information.

### **31. Does Dual Enrollment apply only to CTE-CHOICE programs/courses?**

No. Dual Enrollment courses are offered within a number of categories. Students should visit their high school guidance counselor to determine the specific courses within the many A.S. or Technical Certificate programs.

### **32. How can students learn about which classes are offered in the Vocational Dual Enrollment program?**

Students should review the BCC catalog and contact their high school guidance counselor or Jennifer McKee-Acevedo at Brevard Public Schools, Office of CTE at 321-633-1000 ext. 384.

### **33. When can a student enroll in Dual Enrollment? Who is eligible for dual enrollment?**

Tenth, eleventh and twelfth grade students can enroll in a dual enrollment program, provided they meet the GPA eligibility and BCC application requirements. Qualified seniors who have completed all required courses for graduation during the first semester could attend BCC full-time in January.

The state unweighted cumulative GPA requirements vary for various programs:

- 2.5 for Associate in Science Degree
- 2.0 for Vocational Certificate

In addition to completing the BCC application, students must also obtain a recommendation from the high school counselor, obtain approval from the high school principal, obtain approval from a parent or guardian, take the required assessment tests, and attend the required BCC orientation program.

### **34. Is there a limit to how many college credits a student can earn through Dual Enrollment while attending high school?**

Yes. See your high school guidance counselor for specific details.

### **35. Will students enrolling in a vocational dual enrollment (A.S. Degree or Vocational Certificate) course(s) on a high school campus be required to fill out a CTE-CHOICE application?**

Yes. Students who wish to enroll in a CTE-CHOICE program offered through dual enrollment not offered at their zoned school of attendance must complete the CTE-CHOICE application as well as a BCC application. CTE-CHOICE students seeking to enroll in a dual enrollment program must meet all BCC requirements for GPA, testing, and participation in a BCC orientation program. Students should contact their high school guidance counselor for specific information regarding dual enrollment.

### **36. Will students enrolling in a vocational dual enrollment (A.S. Degree or Vocational Certificate) course(s) on a BCC campus be required to fill out a CTE-CHOICE application?**

No, students enrolling in BCC for vocational dual enrollment courses on the BCC campus do not complete CTE-CHOICE applications.