Alternative Programs

1. PROCEDURES FOR THE EARLY COLLEGE ADMISSION PROGRAM (ECAP)

   A. All requests for the EARLY COLLEGE ADMISSION PROGRAM shall originate in writing from the parents or guardians and shall have the approval of the student who is involved.

   B. These requests shall be directed to the principal or designee of the appropriate high school prior to April 15 of the prior school year the student expects to graduate.

   C. The principal will forward all requests for the EARLY COLLEGE ADMISSION PROGRAM to the Superintendent of Schools with appropriate recommendations and/or justifications.

   D. The Superintendent of Schools shall consult with the Director of Secondary Education (9-12) and the appropriate high school principal to assist with the decisions made regarding each request.

   E. The final decision concerning the EARLY COLLEGE ADMISSION PROGRAM request shall be made by the Superintendent of Schools.

   F. Each parent or guardian who made the request for the student to be in the EARLY COLLEGE ADMISSION PROGRAM shall be notified by letter within 4 weeks following the final day of school indicating whether the student is or is not eligible for the program.

   G. The principal of the appropriate school shall receive a copy of this letter.

   H. The factors to be considered in reviewing an application for the EARLY COLLEGE ADMISSION PROGRAM are:

      1. Chronological age
      2. Maturity level
      3. Attendance
      4. Marital status
      5. Grades
      6. Achievement test scores
      7. Admission to college
      8. Occupational choice
      9. Dependents
     10. Student’s probable success in the program
11. Teachers’, counselors’, and principal’s recommendations

I. Early College Admission Programs (ECAP) selection criteria:

The ECAP program is designed to provide academically advanced senior students the opportunity to earn college credit as a means of satisfying senior year graduation credits. The selection criteria below are used as a guideline for consideration of placement into the ECAP program. Meeting all criteria does not guarantee admittance into the program; however, not meeting all criteria does not preclude a student from being eligible. These criteria are the most important considerations for evaluating the appropriate inclusion of any student in this program. Final decision regarding eligibility rests with the Superintendent of the Garrett County Board of Education upon recommendation from the ECAP Committee.

1. Student must have met all graduation requirements (except English IV) including Student Service Learning, specific testing requirements, and any non-academic class required for pathway completion.
2. Successful completion of 3 credits of the same world language and mathematics through pre-calculus.
3. Student must have completed a minimum of 15 merit and/or honor level courses. Eight of these courses must be honors and two must be AP.
4. Student must have a cumulative unweighted average of at least 90% or 3.7 GPA in core classes (English, mathematics, social studies, science and world languages) for grades 9 through 11.
5. Student must have established satisfactory attendance (96%) through junior year.
6. Student must have no history of unlawful absences as defined by more than one per school year.
7. Student must show above average scores on a nationally normed test:
   a. ACT - 23 minimum
   b. SAT - 1650 minimum (combined writing, critical reading and mathematics score)
   c. PSAT - 165 minimum (combined writing, critical reading and mathematics score)
8. Student must secure three (3) letters of recommendation from teachers/school counselor.
9. Student must present proof of acceptance for admission into college and be at least 16 years of age.
10. Student must possess an exemplary discipline record with no suspensions on his/her career record.

2. PROCEDURES FOR THE EARLY ADMISSION TO APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM

A. All requests for the EARLY ADMISSION TO APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM shall originate in writing from the parents or guardians and shall have the approval of the student who is involved.
B. These requests shall be directed to the principal of the appropriate high school prior to August 1 of the school year the student expects to graduate.
C. The principal will forward all requests for the EARLY ADMISSION TO APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM to the Superintendent of Schools with appropriate recommendations and/or justifications.
D. The Superintendent of Schools shall consult with the Director of Secondary Education (9-12), the Supervisor of Career and Technology Education, and appropriate high school principal to assist with the decisions made regarding each request.
E. The final decision concerning the EARLY ADMISSION TO APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM request shall be made by the Superintendent of Schools.
F. Each parent or guardian who made the request for the student to be in the EARLY ADMISSION TO
APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM shall be notified by letter within 4 weeks following the final day of school indicating whether the student is or is not eligible for the program.

G. The principal of the appropriate school shall receive a copy of this letter.

H. The factors to be considered in reviewing an application for the EARLY ADMISSION TO APPROVED VOCATIONAL, TECHNICAL, OR OTHER POST-SECONDARY SCHOOL PROGRAM are:

1. Chronological age
2. Maturity level
3. Attendance
4. Marital status
5. Grades
6. Achievement test scores
7. Admission to approved program
8. Occupational choice
9. Dependents
10. Student’s probable success in the program
11. Teachers’, counselors’, and principal’s recommendations

3. PROCEDURES FOR MODIFIED SCHEDULE PROGRAMS

A. PROCEDURES FOR RELEASED TIME-SUPPLEMENTARY COLLEGE MODIFIED SCHEDULE PROGRAM DURING THE SENIOR YEAR

1. All requests for RELEASED TIME-SUPPLEMENTARY COLLEGE MODIFIED SCHEDULE PROGRAM shall originate in writing from the parent or guardian and shall have the approval of the senior student who is involved.
2. The request shall be directed to the principal of the appropriate school thirty (30) days prior to the beginning of the appropriate college semester.
3. The principal shall notify the parent or guardian in writing of the decision prior to the beginning of classes.
4. An appeal of the principal’s decision may be made in accordance with the grievance procedure outlined in the Student Handbook.
5. The factors to be considered in approving an application for RELEASED TIME-SUPPLEMENTARY COLLEGE MODIFIED SCHEDULE PROGRAM are:
   a. That the classes taken at the college do not duplicate the classes included in the student’s high school program.
   b. That the student and the parent or guardian assume responsibility for the student during the time he/she is not enrolled in classes at the high school.
6. Any student who elects this modified schedule program to high school graduation may participate in high school competitive athletics, band, and other activities provided that the student can schedule to attend the classes and practices which are required by these activities.
7. It shall be the responsibility of the student to confirm continued enrollment in the college program by providing a copy of the most recent college grade/progress slip to his/her high school counselor at the end of each of the high school’s grading periods. Failure to provide this confirmation of enrollment in the college program will result in return to the regular high school program at the beginning of the next semester.

B. PROCEDURES FOR RELEASED TIME-MODIFIED SCHEDULE PROGRAM DURING THE SENIOR YEAR

1. All requests for RELEASED TIME-MODIFIED SCHEDULE PROGRAM shall originate in writing from
the parent or guardian and shall have the approval of the senior student who is involved.

2. The request shall be directed to the principal of the appropriate school thirty (30) days prior to the beginning of the school year.

3. The principal shall notify the parent or guardian in writing of the decision prior to the beginning of the classes.

4. An appeal of the principal’s decision may be made in accordance with the Grievance procedure outlined in the Student Handbook.

5. Any student enrolled who elects this modified schedule program to high school graduation may participate in high school competitive athletics, band, and other activities provided that the student can schedule to attend the classes and practices which are required by these activities.

C. PROCEDURES FOR RELEASED TIME-SEVERE HARDSHIPS MODIFIED SCHEDULE PROGRAM

1. All requests for the RELEASED TIME-SEVERE HARDSHIPS MODIFIED SCHEDULE PROGRAM shall originate in writing from the parents or guardians and shall have the approval of the student who is involved.

2. The request shall be directed in advance, prior to adjustment of schedules, to the principal of the appropriate high school.

3. The principal shall approve or disapprove the request and shall notify the parent or guardian in writing of this decision prior to the beginning of classes of the school year.

4. An appeal of the principal’s decision may be made in accordance with the grievance procedure outlined in the Student Handbook.

5. The factors to be considered in approving an application for RELEASED TIME-SEVERE HARDSHIPS MODIFIED SCHEDULE PROGRAM are:
   a. Disability of the parent or guardian.
   b. Urgent need to supply maternity care.
   c. Economic hardship of the family, (i.e., the total family income is below the poverty level).
   d. Married students not living at home.
   e. Illness of student-certification and recommendation of physician required.
   f. Other extraordinary conditions after administrative consultation with the Supervisor of Pupil Services.

1. Any student who elects this modified schedule program to high school graduation may participate in high school competitive athletics, band, and other activities provided that the student can schedule to attend the classes and practices which are required by these activities.

2. Application for Alternatives/Modified Schedule to 4-Year Enrollment Requirement Leading to Graduation

4. PROCEDURES FOR SCHOOL-TO-CAREERS PROGRAM

School-to-Careers Students

A. Application and assignment will be made through the staff of each respective program.

B. Release will be in accordance with current procedures applicable to these programs:
   1. Seniors on approved School-To-Careers experiences will qualify.
   2. One credit shall be granted for each 135 documented work site hours (90 days x 1 ½ hours)
   3. Credit will be on a pass/fail basis, GPA and class rank shall not be affected.
   4. The School-To-Careers Resource Teacher or Marketing Teacher will monitor the progress of students and assign appropriate grades. Criteria to be used will be biweekly time sheets with employer comments and nine-week evaluations.
   5. A student may earn two to four credits per year, which will be documented on the student’s
6. All School-To-Careers experiences must align with students chosen pathway.