



## ADMINISTRATIVE PROCEDURE

ENTRANCE, MONITORING AND EXIT PROCEDURES FOR  
THE SCIENCE AND TECHNOLOGY CENTER PROGRAMS  
AND AEROSPACE ENGINEERING AND AVIATION  
TECHNOLOGY PROGRAM

6142.3

Procedure No.

July 1, 2017

Date

I. **PURPOSE:** The purpose of this procedure is to identify the steps to be taken to test students and to monitor and exit students who are enrolled in Science and Technology Center (STC) programs and the Aerospace Engineering and Aviation Technology Program (AEAT). The Science and Technology Center programs and the Aerospace Engineering and Aviation Technology Program are specialty programs.

II. **DEFINITIONS:**

Specialty programs provide options in addition to the broad spectrum of programs in each comprehensive school. They are designed to address the needs and interests of the students and parents. These programs allow for exploration and development of interests and needs while following state and school system mandates.

There are two types of specialty programs:

1. Open Access: Whole school programs are located in neighborhoods where every child in the boundary automatically participates in the specialty program.
2. Selection-based specialty programs: students must submit an application, then audition, and/or meet certain selection criteria (lottery, testing). These selection-based programs can encompass the whole school or be a school within a school. The Science and Technology Center and the Aerospace Engineering and Aviation Technology programs are selection-based specialty program. Students seeking entrance into these programs must meet testing and grade criteria for admission.

III. **BACKGROUND:**

The Science and Technology Program is a rigorous four-year high school course of study that provides broad and intensive college-level academic experiences with content and application focused on science, technology, pre-engineering and mathematics. The Science and Technology Program is offered at three centers: Charles Herbert Flowers High School, Eleanor Roosevelt High School and Oxon Hill High School. Students may only attend the center that serves their legal residence.

Prince George's County Public Schools' specialty program in Aerospace Engineering and Aviation Technology offers a four-year high school course of using problem-based curriculum and real-world application of science, technology, engineering and mathematics for students in aerospace engineering and aviation. Students develop essential 21<sup>st</sup> century skills such as critical thinking, problem solving, communication and collaboration needed to be successful in today's world.



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### IV. ENTRANCE REQUIREMENTS - TESTING

- A. STC: Due to the length and program of courses taken while in the STC program, students can only test while in the 8<sup>th</sup> or 9<sup>th</sup> grade to be considered for admission into the program during their 9<sup>th</sup> or 10<sup>th</sup> grade years. Students may only test once each year.
- B. AEAT: Students may only be considered for admission into the AEAT program while in the 8<sup>th</sup> grade. Students are tested once in December of their 8<sup>th</sup> grade year for admission into the AEAT program.

### V. MONITORING:

- A. Due to the highly structured nature of the STC and AEAT Program, it is essential for students to achieve fundamental levels of proficiency in required courses. A student's continuation in the program will depend upon the successful demonstration of minimal proficiencies in required STC or AEAT courses, and adherence to the PGCPS Students Rights and Responsibilities Handbook (Administrative Procedure 10101). This level of achievement is necessary to ensure academic success in subsequent required courses.
- B. Required Science and Technology Center courses include all science, mathematics, technology and English courses. Required AEAT courses include all science, mathematics, technology, English and AEAT specialty courses.

Students who receive a grade of D or E in any of these required courses, or who earn less than a 2.5 GPA, will be placed on Academic Probation (see Attachment 1).

- C. Beginning with students who enter Grade 9 or Grade 10 during the 2017-2018 school year and thereafter, any of the following actions will necessitate the return of the student to his/her regular attendance high school the conclusion of the academic year:
  - 1. Final GPA less than a 2.5 during any academic year;
  - 2. Failure with the final grade of "E" in two or more courses in science, mathematics, technology and English;
  - 3. Final grade of "D" in three or more courses required for completion of the STC or AEAT Program within the same year; or
  - 4. Failure to attain at least a "C" average in science, mathematics, and technology courses required for completion of the STC Program during two



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consecutive years or failure to attain at least a “C” average in science, mathematics, technology and AEAT specialized courses required for completion of the AEAT program during two consecutive years.

### VI. **PROCEDURES FOR ACADEMIC DIFFICULTIES:**

A student in the STC program or AEAT program is considered to be experiencing academic difficulty if he/she does not earn a grade of C or higher in required courses, or maintain a cumulative GPA (grade point average) of 2.5.

A. Students experiencing academic difficulty will be given academic assistance at the end of any marking period in which the student fails to meet minimal proficiency.

The following procedures apply:

1. Academic assistance will include communication with the home and academic assistance provided by teachers, counselors, and the STC or AEAT Coordinator. For students in their first year of the STC or AEAT Program, “communication with the home” must include a parent conference and written action plan.
2. At any time, parents/guardians or staff members may request a review of a student’s grades.
3. Whenever it is determined that a student is in need of academic assistance, the STC Coordinator or AEAT Coordinator will provide written notification to parents/guardians about the need for academic assistance.
4. Students who have received academic assistance or fail to participate in the academic assistance provided and have not met any of the conditions listed in Section V above by the end of the school year will be notified in writing of the decision to return them to their regular attendance area high school.

### VII. **PROCEDURES FOR BEHAVIOR DIFFICULTIES:**

A student is considered to be experiencing behavioral difficulty for a range disciplinary conduct that significantly disrupts the educational environment, indicates the student’s unwillingness to continue participation in the STC or AEAT program, or causes actual or potential harm to other students, staff or him/herself.

A. Whenever it is determined that a student is in need of behavioral intervention, written notifications of that determination will be provided to the



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parents/guardians.

- B. At any time, parents/guardians, teacher, counselors, Administrators/coordinators may request a conference to review a student's conduct.
- C. Behavioral interventions initiated by Administrators, coordinators and/or school counselors will include a parent conference, strategic interventions and written action plan by the designated school based team.
- D. Students who have received behavioral intervention and were unsuccessful in rectifying their behavior will be recommended to the principal for withdrawal from the program on the basis of behavior.
- E. Withdrawal:
  - 1. A student may be subject to immediate removal from the specialty program for documented behavioral violations that include, but are not limited to: arson, assault, bullying, sexual harassment, theft, threat, use/distribution of controlled substances and use/possession of weapons or instruments used as such.
  - 2. A student may also be subject to removal if interventions have not yielded positive results and/or rectified the repeated behaviors.
  - 3. If the principal of the STC or AEAT program agrees with the designated school based team recommendation, then a student's removal from program should be effective immediately. The student is withdrawn from the program and returned to their regular attendance area school immediately.
  - 4. Withdrawal supporting documentation must include (1) the student's withdrawal letter; (2) the student's action plan; and (3) any other documentation pertaining to the student's withdrawal (e.g., report card, behavioral plan, attendance record, etc.).

### VIII. **PROCEDURES FOR ATTENDANCE:**

Due to the high level of required directed instruction and rigor of the courses, regular attendance is required for the STC or AEAT program. Additionally, student participation in bridge programs and internships during the summer is highly recommended for student success.

- A. Whenever it is determined that a student's attendance requires intervention,



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written notification of that determination will be provided to the parents/guardians.

- B. School Administrators/coordinators and teachers may request a review of student's attendance if a student has 5 or more unlawful absences from a class or 10 or more unlawful absences from school in a quarter.
- C. Attendance interventions initiated by Administrators, coordinators and or school counselors will include a parent conference and strategic intervention provided by the School Instructional Team (SIT).
- D. Removal:
  - 1. Students who have received attendance interventions and were unsuccessful in consistently improving attendance will be referred to the SIT for a final decision. If withdrawal is the recommendation of the SIT Team and/or Principal, the student will be withdrawn from the program and returned to their regular attendance school immediately.
  - 2. Withdrawal supporting documentation must include: (1) the student's withdrawal letter; (2) the student's action plan; and (3) any other documentation pertaining to the student's withdrawal (e.g., report card, behavioral plan, attendance record, etc.).

A student's removal from the STC or AEAT program on the basis of attendance shall be effective upon the decision of the Principal and will not be stayed pending the results of an appeal.

E. Withdrawal:

Any student who voluntarily withdraws from the STC or AEAT program will be returned to his/her regular attendance high school immediately.

### IX. **STUDENT TRANSFERS:**

Transfers from one STC to another will only be granted under the following limited conditions.

- A. The student is new to PGCPS and is coming from a similar program of study outside of the county (subject to transcript review); or
- B. The student has a Bona Fide change in residence of the student's parent(s) or legal guardian(s).



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1. Under this condition, the student shall inform the STC Program Coordinator of the change in residence and provide necessary documentation.
2. The STC Program Coordinator will provide student records and information to the school registrar and the central office STC Program Coordinator of transfer school for review.
3. Transfers may be requested for the student to remain at the current school if there is a bona fide change in residence of the family which would result in a change in school assignment after the beginning of the first quarter or after completing of the first semester.

If the transfer is granted, the parent/guardian will be responsible for providing transportation. Under this provision, transfers are granted through the end of the school year with an updated proof of residence. A transfer cannot be granted if the family moved from the attendance area without notifying school official(s) of the change of residence or at the conclusion of a residency investigation.

- C. Rescission of Student Transfers - Transfers may be revoked for the following reasons:
1. Providing false information on transfer request or registration documents.
  2. Failure to provide verification of bona fide residence.

### X. APPEAL RIGHTS

- A. A student's removal from the STC or AEAT Program shall be effective upon the decision of the Principal and will not be stayed pending the results of an appeal.
- B. If a parent disagrees with the decision to remove a student from the specialty program or reasons outlined in this procedure the parent may submit a written appeal to the Office of the Deputy Superintendent of Teaching and Learning within 10 calendar days of the withdrawal decision.
- C. If the Deputy Superintendent for Teaching and Learning or designee upholds the STC or the AEAT Program's decision to withdraw the student, the parent may appeal that decision to the Office of Appeals, which serves as the Chief Executive Officer's (CEO) designee. The decision of the CEO's designee shall be final.
- D. Following the final decision, if upheld, the Principal will send a copy of the withdrawal letter to the Department of Pupil Accounting and School Boundaries.



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The student will be removed from the program file.

- XI. **RELATED PROCEDURES:**  
Student Transfers (5110.3), General Procedures Pertaining to Promotion, Retention and Acceleration of Students (5123.2), Student Attendance, Absence and Truancy (5113), Educational Requirements and Options in Secondary Schools (6150) and Students' Rights and Responsibilities Handbook (10101)
- XII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Division of Teaching and Learning who is responsible for updating.
- XIII. **CANCELLATIONS AND SUPERSEDURES:** Administrative Procedure 6142.3 dated January 3, 2017.
- XIV. **EFFECTIVE DATE:** July 1, 2017

Distribution: All Administrative Handbook Holders

**Attachment 1: Academic Probation Form**