

Career and Technical Education (CTE) Magnet Program

Student Eligibility Guidance

This guidance explains the academic and behavior standards students must meet to remain enrolled in a Magnet Program. It is intended for use by principals, program teacher specialists, teachers, counselors, students, and families.

KEY REQUIREMENTS AT A GLANCE

- ✓ Minimum cumulative GPA: 1.0, with a grade of D or higher in every Magnet-related course.
- ✓ One or more E's on a quarterly report card facilitates an Eligibility Committee review.
- ✓ Four or more absences in a single quarter may trigger a Chronic Absenteeism review.
- ✓ Any suspension triggers an Eligibility Committee review.

1. Academic Eligibility

Minimum Academic Standards

Students enrolled in a Magnet Program must meet all standard Harford County Public Schools (HCPS) academic eligibility requirements. This includes earning a grade of D or higher in every course associated with the Magnet Program and maintaining a minimum cumulative GPA of 1.0.

Quarterly Progress Monitoring

Schools identify students at risk of failing Magnet Program course at the midpoint of each marking period by reviewing HCPS Interim Progress Reports. This early check allows staff to intervene before a quarterly grade becomes final.

- A student whose quarterly grades include one or more E's is ineligible and will meet with the school's Eligibility Committee.
- A student placed on probation will have both their next Interim Progress Report and next quarterly grade reviewed for improvement.
- A student who earns an E must meet with the program coordinator and complete a Student Action Plan, signed by the student, teacher, counselor, program coordinator, and parent/guardian.
- Multiple referrals for academic dishonesty may also result in an Eligibility Committee review.

Course Withdrawal

A student who withdraws from a mandatory Magnet course that is required for the program of study and/or graduation will be declared ineligible for the program, as the withdrawal places the student off track for graduation.

Capstone Projects and Assessments

Students in a program of study that requires a Capstone project, Capstone course, or Internal/External Assessments must participate in and complete all required components in order to demonstrate the competency skills the program requires.

Lab Attendance and Make-Up Sessions

Students who are absent during practical lab sessions that count toward program credentials may attend a make-up session to satisfy state or local program hour requirements.

Chronic Absenteeism

Four or more absences in a single quarter may prompt a review by the Eligibility Committee. The principal makes the final decision if the committee refers a student for ineligibility due to attendance. When attendance becomes a concern related to meeting course requirements, the following individuals will be notified and may meet with the student:

- Teacher
- Program Teacher Specialist
- School-Based Administrator
- Counselor
- A member of the CTE Office

2. Behavior Eligibility**General Standard**

Every student enrolled in a CTE Magnet is expected to exhibit appropriate behavior and is subject to the behavior eligibility standards of their specific program of study. All standard HCPS disciplinary procedures remain in effect regardless of program enrollment.

Suspension Review Process

Any disciplinary action resulting in a suspension facilitates a review by the Magnet Program Eligibility Committee. Upon the student's return to school following a code-of-conduct-related suspension, the Eligibility Committee reviews the circumstances leading to the disciplinary

action, including any reports from the CTE program. The committee may recommend removal from the program to the principal, who makes the final determination.

3. The Eligibility Committee

Academic and behavior eligibility reviews are conducted by an Eligibility Committee, which convenes at the school where the student is enrolled in Magnet program. The committee is composed of the following members:

Program Teacher Specialist

School-Based Administrator and/or CTE Office Representative

One programmatic teacher

School Counselor

4. Appeals Process

Parents/guardians who wish to appeal a decision resulting in withdrawal from a Magnet Program must submit a written appeal to the school principal.

- The written appeal must be received by the principal within 10 school days of the decision.
- The principal will issue a written response within 10 school days of receiving the appeal.

5. Outcomes of Program Removal

If a student is removed from the program for academic, attendance, or code-of-conduct reasons, the outcome depends on the type of program:

- Magnet Program: the student returns to their home school.

Questions about this guidance should be directed to the Office of Career and Technical Education