

## **SALEM COUNTY ARTS, SCIENCE, AND TECHNOLOGY ACADEMY PROGRAMS**

### **Responses to Questions Most Frequently Raised About Academy Programs**

#### **1. Are the Salem County Arts, Science, and Technology Academy Programs part of the public school system?**

Yes. The Salem County Arts, Science, and Technology Academy Programs are administered through the Salem County Vocational Technical School District in partnership with five Salem County K-12 public school districts, Salem Community College, and Rowan University. The academy programs are hosted at six sites. The Academy of Engineering and Technologies is hosted at Penns Grove High School by the Penns Grove-Carneys Point Regional Board of Education. The Academy of Graphic Design in Multi-Media Technology is hosted at Pennsville Memorial High School by the Pennsville Township Board of Education. The Academy of Communications and Information Technology is hosted at Woodstown High School by the Woodstown-Pilesgrove Regional Board of Education. The Academy of Biological and Medical Sciences and the Academy of Culinary Arts and Hospitality are hosted at the Salem County Career and Technical High School by the Salem County Board for Vocational Education. The Academy of Energy, Power Generation, and Distribution is operated with PSEG Nuclear and the Salem City School District.

The Academy of Creative and Performing Arts is hosted at Pennsville Memorial High School and Arthur P. Schalick High School. The creative and performing arts disciplines hosted at Pennsville Memorial High School, under the auspices of the Pennsville Township Board of Education, are the instrumental and vocal music disciplines. The creative and performing arts disciplines hosted at Arthur P. Schalick High School, under the auspices of the Pittsgrove Township Board of Education, are the dance, drama, and the visual arts disciplines.

For the most part, all host site policies, rules, and regulations are followed in administering the programs. These programs are offered at host sites through a purchase service arrangement with the Salem County Board for Vocational Education. All students enrolled in academy programs are officially full or shared time students of SCVTS. The academic programs, support systems, and extra curricular activities are designed so that students become a seamless part of the high school program where they are enrolled. The partnership agreements between the resident, receiving, and host site district provide for as much flexibility as permitted under New Jersey statute and administrative code for the student to gain maximum benefit from his/her academy program.

For many academy programs, enrollment in collegiate level courses may be utilized to partially satisfy the New Jersey high school graduation and core curriculum content standard requirements. If a college course is offered as a

required component in the academy curriculum, the host site district shall pay for the course as part of the instructional cost from the core curriculum aide provided for the program. If, however, the college course is elective, optional, or taken as part of an academic release program, payment shall be the responsibility of the student and his/her parent or guardian. This public school option of choice provides a unique opportunity for Salem County students to pursue a highly focused, rigorous, and specialized career pathway.

**2. What is the role of the resident district’s counselors in the admissions process?**

The sending district counselor is an integral part of the admissions process. It is usually the local district counselor who best knows the student and who can assist in providing information relative to the student’s background and probability of success. As most students will enter academy programs directly from eighth grade, it is recommended that the eighth grade counselor be designated as the resident district contact person regarding the admission procedure. On a regular basis, counselors will be provided with necessary academy and admissions information by SCVTS.

**3. Where does the resident district send the student’s cumulative folder?**

The resident district may forward the accepted student’s cumulative folder to the Supervisor of Student Information Services at the Career and Technical High School. The Supervisor of Student Information Services will make a complete copy for the student’s file at the Career and Technical High School and forward the cumulative folder to the host site high school. If the resident district chooses to retain the student’s cumulative folder, minimally two complete copies must be made and sent to the Supervisor of Student Information Services at the Career and Technical High School. The Supervisor of Student Information Services will forward a complete copy to the host site high school.

The cumulative folder should be sent to:

Salem County Arts, Science, and Technology Academy Programs  
Admissions  
Box 350  
Woodstown, NJ 08098

The office is located in the Career and Technical High School at 880 Salem-Woodstown Road (Rt. 45).

**4. Who will issue the student’s diploma?**

Every student who completes an academy program will receive a Salem County Arts, Science, and Technology Academy diploma with the specific designation for

the academy from which the student is graduating. In addition, for academies other than the Academy of Biological and Medical Sciences and Academy of Culinary Arts and Hospitality, host sites at their discretion may also issue their district high school diploma to any academy student who completes the program in good standing and graduates from that host site. If the students' resident district is different than the host site, that district will not award a high school diploma since the student will not have attended classes in that high school.

**5. Where will the student participate in graduation ceremonies?**

A Salem County Arts, Science, and Technology Academy graduation/awards program will be conducted for all academy participants as part of the SCVTS graduation ceremonies. Academy students who attend a host site academy program will also be provided the opportunity to participate in the graduation exercises at the host site. Currently, most partner districts, including Penns Grove-Carneys Point Regional, Pennsville Township, Pittsgrove Township, and Woodstown-Pilesgrove Regional, allow students completing specialized academy programs hosted at their site the opportunity of participating in their graduation ceremony.

**6. What is the attendance policy of the academy?**

The host site district's attendance policy will be followed for students in all academy programs.

**7. Which school takes responsibility for notification of emergency closings?**

The host site calendar will be followed for all academy programs. If the host site is closed for emergency reasons, the academy hosted at that site will also be closed. Parents and students will be advised to listen for the emergency closing number of the host site district.

**8. What grading policy will be used?**

The grading policy of the host site school will be followed for all academy programs.

**9. What dress codes are followed?**

Academy students will follow host site dress and/or uniform codes.

**10. Who is responsible for counseling?**

The host site school is responsible for all counseling of academy students once they are enrolled in the program.

### **11. What is the procedure for equipment purchases?**

All equipment obtained using categorical aide from the host site financial agreement will be purchased by the SCVTS district, based upon an approved five-year equipment plan developed by the host site Program Advisory Committee in conjunction with SCVTS. Equipment priorities will be jointly established based upon the approved curriculum. Actual purchases will be made by the SCVTS Board of Education. All such equipment shall remain the property of the SCVTS Board of Education. Equipment will be loaned to the host site. The host site will be responsible to keep inventories and SCVTS will be responsible for all repairs and maintenance. The host site financial specification agreement shall guide all purchases. This agreement and any conflicts will be resolved between the host site superintendent and the SCVTS superintendent. Equipment purchased by the host site using core curriculum funds from the purchased service agreement shall be the property and responsibility of the host site.

### **12. How will the academies be coordinated?**

Monthly meetings will generally be scheduled between host site district staff, including the liaison supervisor, core technical teacher(s), and SCVTS staff to address issues as they arise and program advisory committees.

### **13. What are the procedures for removing a student from an academy program for other than academic standing?**

Host site student rules of conduct and attendance apply to all academy students. Students violating these rules shall be subject to host site disciplinary procedures and attendance requirements that may include removal from the program. Removal from the program requires consultation with the designated SCVTS representative. However, this consultation in no way prevents the host site district from enforcing its board of education rules and regulations with regard to student discipline or removal.

Procedures for removal from the program shall be the same for academy students as for other students who attend schools in the district where the academy is hosted.

If the student removed from a host site academy program does not elect to return to his/her resident district, then he/she shall be returned to the Salem County Vocational Technical Schools where a determination will be made as to whether or not there is another appropriate academy or career and technical education program for which the removed academy student may be eligible to enroll in or whether circumstances warrant further action by the Salem County Board for Vocational Education to remove the student from the Salem County Vocational

Technical Schools District and return them to his/her resident district for any eligible educational services.

**14. Who generates the report card?**

The host site is responsible for generation of a report card for each academy student. Copies of all grades and standardized test scores are also forwarded to SCVTS for the students' permanent file.

**15. Who is required to administer the HSPA?**

All full time academy students are enrolled as SCVTS students and are reported as such on the NJDOE ASSA report. SCVTS is therefore responsible for reporting all scores including but not limited to the HSPA test. A request was submitted to the Commissioner of Education for this responsibility to become the dual responsibility of SCVTS and the host site district. This request was denied. Shared time resident host site academy student testing shall be the responsibility of the host site districts. Those student scores shall be counted by the host site district.

**16. Class Rank.**

At the host site academy, the student will be ranked in accordance with the host site board of education class rank policy. SCVTS will also rank all academy students for class rank purposes for the Salem County Arts, Science, and Technology Academy Programs collectively. Since academy students will be developing college portfolios, counselors are urged to use the ranking information that is most beneficial to the academy student. Host sites will provide SCVTS with class ranking for each academy hosted.

**17. What is the policy regarding extracurricular activities, etc.?**

The host site is where students will participate in plays, student government, extracurricular activities, etc. The student may attend functions at their resident district that are open to the public or as a guest of another student. However, academy students do not have automatic access to extracurricular activities in their resident high school if they are attending a host site academy out of district on a full time basis. Students attending the Academy of Biological and Medical Sciences and the Academy of Culinary Arts and Hospitality hosted at the Salem County Career and Technical High School, may be provided access to extracurricular activities that are not offered at SCVTS or through the Salem County Arts, Science, and Technology Academy Programs at their resident district with the approval of the resident district principal.

## **18. What is the policy regarding athletics?**

The Salem County Arts, Science, and Technology Academy Programs subscribes to and abides by all rules and regulations of the New Jersey Interscholastic Athletic Association. Students enrolled in the Salem County Arts, Science, and Technology Academy Programs are in fact SCVTS students. SCVTS does not now, or plan in the future, to offer on-site athletic programs. Therefore, students who participate in an academy program offered at the Career and Technical High School have the option, under NJSIAA rules, to participate in interscholastic athletic programs at the public high school in the district in which they reside with the approval of both principals.

Students who participate in partner host programs will participate in interscholastic programs offered at that host site. Since these students are in fact SCVTS students participating at a partnering host site for an SCVTS program, students have the opportunity to participate in all components of that program including interscholastic athletic programs. If an athletic program in a specific sport is not offered at the host site, then the student has the option of participating in that sport only at the public high school of his/her resident district with the approval of both principals.

Because of the uniqueness of the host site partner academy programs, if circumstances preclude the student from participating in an interscholastic athletic program at the host site, the student may request to initiate an appeal through his/her resident school district to participate in an athletic program offered in that district. This appeal must be filed in compliance with all New Jersey Interscholastic Athletic Association policies, rules and regulations.

Students who participate in academies are encouraged to take advantage of extracurricular and interscholastic athletic opportunities that are available at host site academy locations. Enrollment, however, in an academy program for athletic advantage is strictly prohibited and could result in denial of admittance or removal from the program.

## **19. What is the admissions process/criterion?**

Prospective applicants should obtain an information packet, application, and a catalog on the academy program of interest. Informational material is available from local school district guidance counseling staff, the academy host site, and from the SCVTS Student Services Unit housed at the SCVTS Career and Technical High School. Prospective applicants should review the materials in the application packet and are encouraged to attend information sessions that are conducted throughout the year. Schedules are available through the SCVTS Supervisor of Student Information Services.

If a student is interested in filing an application, he/she should decide on which academy program best meets his/her interest, needs, and goals. The next step in the process is for the student to complete the application and to take the application to his/her resident school counselor so that the school portion can be completed. Information that must be submitted includes the previous and current year student transcripts, standardized test scores, attendance records and a copy of the applicant's most recent Individualized Education Plan and child study team evaluations, if applicable. The completed application and supporting documents should be brought or mailed to:

Salem County Arts, Science, and Technology Academy Programs  
Admissions  
Box 350  
Woodstown, New Jersey 08098-0350

The office is located in the Career and Technical High School at 880 Salem-Woodstown Road (Rt. 45).

Information regarding admissions test dates will be made available to all county counselors and may be obtained by the student or parent/guardian by telephoning 769-0101, extension 374 or on the SCVTS web site, which is [www@scvts.org](http://www@scvts.org).

The admission criterion is based on grade point average, standardized test scores, attendance records, and on a four-part examination. The student must earn a minimum of 60 out of a possible 90 points to be considered for admission. The grade point average for the previous and current year grades account for up to twenty points (ten points for each grade level). A student can earn up to twenty points based upon his/her standardized test scores, up to forty points based upon the admissions examination, and up to ten points based upon attendance records.

Each academy also has specific admission criteria that must be met before a student will be considered for admission. Each county school district is eligible to recommend students for academy programs, providing a student meets all of the minimum qualifications and there is space available.

## **20. How do you provide information on academy programs to different middle and high schools in Salem County?**

SCVTS tries to schedule information sessions for seventh and eighth grade students and their parents in each of the schools throughout the county. If the school does not provide this opportunity, which is required under New Jersey Administrative Code 6A:19-3.1 (d), contact the Salem County Superintendent of Schools by telephoning 856-935-7510 ext. 8441. Direct mail and electronic media are utilized to provide awareness for the academy programs and programs and services that are offered through the county vocational technical school.

Information sessions are also provided at the academy host sites and at the SCVTS Career and Technical High School.

**21. What are the graduation requirements for an academy program?**

The SCVTS Board of Education has established basic educational requirements with partner districts for all academies. Each academy, however, has specific requirements based on its curriculum specialization. These requirements are available upon request from the SCVTS Student Services Office and the host site guidance office. Generally the educational specifications call for students to earn a minimum of 120 credits in each specified discipline, though this may vary from host site to host site. At least three course options generally lead to college credit. Students taking college courses can also utilize these courses to meet their high school requirements provided that all such courses also meet the New Jersey State Board of Education's Core Curriculum Standards and their use has been approved by both the host site and the SCVTS Board of Education.

All New Jersey State Board of Education and State Department of Education regulations and requirements for a high school diploma apply. The academy curriculum is approved by the Salem County Board for Vocational Education annually, as are all core technical courses, general parameters for graduation credits required and specific graduation requirements. For a diploma awarded or endorsed by the host site district, including the number of credits required for graduation, all requirements are the prerogative of the host site Board of Education.

**22. When and how often do you visit county schools to provide information about the academies and is it possible to visit a particular academy program?**

Visitations are made to county schools throughout the year. These visits are tailored to each district based upon student interest and need. Prospective applicants who are interested in visiting a particular program offered through the Salem County Arts, Science, and Technology Academy Programs should contact the SCVTS Supervisor of Student Information Services by telephoning (856) 769-0101 ext. 374. If the academy of interest is located in the resident district, prospective applicants may contact the counseling staff at the local high school directly. Student visitations may include: attendance in the core technical courses and/or the shadowing of a current academy student.

**23. What standards and guidelines do you use once the student is admitted into an academy program?**

A cumulative grade of a B or the numerical equivalent, as defined by the host site Board of Education for this purpose, shall be required for completion of an academy program and for an academy diploma. Any student falling below a B

average, as defined by the host site, at the end of any marking period, semester or year, may be placed on academic probation and shall be subject to removal from the program at the end of the year. Essentially, all students participating in academy programs are expected to maintain an overall B average in all subjects.

Counseling is provided when students fall below this expectation. In some cases, remediation and/or additional support may be provided. Host sites may have additional criterion for remaining in a program. Removal from a program for academic reasons generally will occur at the end of a school year, prior to the start of the next school year.

**24. How are students being prepared for further education and college admission?**

In addition to the rigorous academic program that is offered, students usually begin in their sophomore year to visit college programs and to develop a portfolio that will be utilized for college admissions. Students may also participate in PSAT and SAT preparation courses as part of their educational program. These initiatives may include parent information programs and on-site college visitations. Finally, both at the host sites and at SCVTS, through the student services or guidance unit, college counseling services are provided.

**25. Who will transport the student to the academy?**

Transportation to and from the academy programs regardless of location is the responsibility of the resident district. When a student is enrolled in an academy program, the SCVTS Supervisor of Student Information Services will notify the resident district business administrator so that transportation can be arranged. The resident district holds the responsibility to transport students to school. If the student participates in sports or other extracurricular activities after the standard school day, the resident district is not obligated to transport students for after school activities. In those instances, transportation is the responsibility of the student and his/her family.

**26. What calendar will be followed by the academy program?**

The host site school's calendar will be followed. Students enrolled in off site college level courses will also follow the calendar of that institution and the host site.

**27. What happens if a student is not accepted?**

If a student is not accepted but meets the minimum admissions criteria (score of 60 or better), his/her application will remain on file. Should an opening occur, his/her application may be reconsidered.

**28. Are there waiting lists?**

All applications are kept on file for one school year. Should an accepted student move or decide not to accept admission and this results in an opening, the applicant list will be reviewed for the next highest scoring qualified student.

**29. What if a student is sick and misses the test date?**

Multiple testing dates are available to students after applications are received.

**30. How and when will the candidate student be notified of acceptance?**

It will take approximately four weeks upon completion of the admissions process for notification to occur. All applicants who have completed the admissions process will be notified by mail whether they have been accepted or not. A rolling admissions process is followed. If a student does not receive an admissions decision within four weeks, call the admissions office at 856-769-0101 x374.

**31. Will any special circumstances be considered for applicants?**

Generally no, however, the SCVTS Superintendent of Schools has the authority to establish a review committee to review unusual circumstances.

**32. May a student apply to more than one Academy?**

Individuals may only apply to one academy program. The academies offer very specialized curricula. At the Salem County Arts, Science, and Technology Academy Programs, we try to match students to the most appropriate program. One of the first steps in this process is for the prospective applicant to make a choice of the academy that most fulfills his/her interest.

**33. What district are private or parochial school students from?**

All students are considered from the public school district in which they reside regardless of the school that they attend or if they are home schooled.

**34. Can more than one student from a district be accepted?**

Yes, as space permits, multiple acceptances beyond the one minimum for each county resident school district are considered.

**35. Will transportation jointures be necessary?**

Based upon New Jersey Administrative Code Title 6, districts may under certain conditions legally join together to address transportation needs for students. It is expected that the resident district will provide students with the most direct and safe transportation to the site where the academy is being hosted.

**36. Will a student be included in the resident district's yearbook?**

An annual yearbook for the Salem County Career and Technical High School is published each school year. This includes students enrolled in the Academy of Biological and Medical Sciences and Academy of Culinary Arts and Hospitality. For an academy program hosted by a K-12 district high school, the students will be included in that district's yearbook.

**37. Is there a four-year curriculum outline for each academy?**

Yes, a curriculum outline can be obtained from the SCVTS Supervisor of Student Information Services by telephoning 856-769-0101 extension 374 or by writing to the:

Salem County Arts, Science, and Technology Academy Programs  
Admissions  
Box 350  
Woodstown, New Jersey 08098-0350

The curriculum outline may also be viewed online at: [www.scvts.org](http://www.scvts.org).

**38. Will a personal computer be required for all academy programs?**

No. Technology to support the academy programs including PCs has been provided as part of the funding mechanism for the academies. However, in certain programs it would be highly advantageous for the student to have their own PC or laptop. For these programs, specifications will be made available by the academy host site.

**39. Will the student be permitted to withdraw from an academy?**

A student may withdraw from an academy program at any time and re-enter his/her resident district where he/she is entitled to a free and appropriate education. Prior to withdrawal, the student will be counseled, but it is the decision of the student and the student's parent or guardian. Academy staff will assist in a smooth transition back to the resident district. Students entering academy programs are encouraged to remain until the end of a school year or semester. Returning to the resident district prior to the end of the school year or semester may result in the loss of credit.

#### **40. What if the student's resident district is outside Salem County?**

Out-of-county students are generally not considered for admission to a Salem County Arts, Science, and Technology Academy Programs. If however, the request for admission is initiated by the student's resident district board of education, consideration for admission may be granted for a qualified student based on space availability.

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