



Notice of Non-Discrimination

Randolph Technical Career Center (RTCC) does not discriminate on the basis of sex, race, color, national origin, religion, disability, sexual orientation, gender identity, and marital status in admission or access to, or treatment or employment in, its programs and activities. RTCC provides equal access to the Boy Scouts and other designated youth groups. RTCC offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs.

RTCC offers 12 technical education programs and hosts two regional pre-technical programs as follows. A complete listing of program description and course syllabi can be found at www.randolphtech.org

Mechanical Core

- ✓ Automotive Technology
- ✓ Building Trades
- ✓ Diesel Technology
- ✓ Environmental Resource Management

Business Core

- ✓ Business Management
- ✓ Graphic Arts
- ✓ Media & Communication

Service Core

- ✓ Culinary Arts
- ✓ Health Careers
- ✓ Human Services & Education
- ✓ Public Safety & Criminal Justice

Application Procedures

1. A student may apply to RTCC by completing an application through his/her home school guidance office. Students must have Junior status, be sixteen years of age, and be enrolled in one of the seven high school regions served by the Center. Students who do not meet these criteria will be considered on an individual basis. Home school and independent school students should apply for placement by contacting the RTCC guidance office. Adults without a diploma should contact their local school to enroll in their local school and apply via the school's School Counselor.
2. Any Vermont resident who has obtained a high school diploma may apply to RTCC as an adult student on a space-available basis by contacting RTCC's Guidance Coordinator. Adults interested in adult/evening courses should contact the Adult Education Coordinator at 728-4241.

Every effort will be made to enroll applicants who meet placement requirements and for whom Career and Technical education is realistic as determined by review of placement criteria. The following factors are considerations taken by RTCC administration and faculty to determine acceptance into our programs:

1. Expressed interest of the student;
2. A schedule that permits maximum participation;
3. Outcome of visitation(s) and interview with instructor;
4. Recommendation by Guidance Counselor or other school personnel as well as other references;
5. Achievement, academic, attendance, and disciplinary history;
6. Selection of a non-traditional program; and
7. Seniors who have not participated in an RTCC program may be given priority when a program has received more applicants than can be accepted.

Placement decisions will be made in conjunction with parents and the home school Guidance Counselor. In order for an application to be considered it must include an up-to-date transcript; and any pertinent student records including, but not limited to, achievements, pertinent disciplinary information, and other information needed to insure that RTCC staff are prepared to support a student during program visits.

In order to fully serve the technical education needs of the region, the admissions procedure will take into account that the purpose of the RTCC program is to deliver instruction relative to the program competencies. The ability of students to access instruction given necessary safety, academic, behavioral, and technical skills will be taken into consideration.

Guidance Coordinator Patrick Halpin 728-9595 ext. 407 phalpin@randolphtech.org	Adult Education Coordinator Ruth Durkee 728-4241 rdurkee@randolphtech.org
Section 504 & IEP Coordinator Mike Abadi 728-9595 ext.424 mabadi@randolphtech.org	Title IX & VI Coordinator Steve Kinney OSSU 728-9844 skinney@orangesw.k12.vt

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