

Committee of the Whole

Tuesday, September 8, 2026 5:00pm

Training Center, 5050 Sweppenheiser Drive, Bloomsburg, PA 17815

1. **Consent Agenda Items for Discussion**

2. **Recognition of the Public**

3. **Executive Session**

**COLUMBIA-MONTOUR AREA
VOCATIONAL-TECHNICAL SCHOOL
SUGGESTED ADMINISTRATIVE GUIDELINES
RANKING SYSTEM**

(To be reviewed annually, dates are subject to change based on the CMAVTS school calendar)

Proposed Timeline

- November: 8th Grade Presentations Conducted in Home Schools
- December/ January: Tours of CMAVTS conducted for students in the 8th grade.
Career Description Guides updated and distributed.
- February: Last School Day in February of each school year, all applications are due in at sending schools guidance offices by 1:00 pm, and will be picked up by CMAVTS that afternoon. Any applications submitted after this date, shall not be considered for admissions until open enrollment. Hardcopy of applicable student IEPs and Section 504 Plans are due at CMAVTS no later than the second Friday in March.
- First Two Weeks of March
Applications reviewed and scored by the CMAVTS selected administrators/guidance staff.
- Third Week of March
A list sent by CMAVTS to the sending school district guidance counselor of students who have met the minimum score requirement and students who do not (the latter permitted to access the appeal process)

CMAVTS sends a letter to each applicant notifying whether he/she has met the entry requirement or not (based upon preliminary review and rubric scoring and notification of the appeal process).
- April 5 Formal Requests for Appeal due at CMAVTS. Parents can communicate the desire for an appeal directly to CMAVTS
- April 9 -13: Formal Appeals Meetings held at CMAVTS
April 16-20
- Last Week April: CMAVTS will separate the applicants based on their sending districts. Students will then be ranked in descending order in accordance with their point total earned on the Student Rating Sheet.
- First Week May: CMAVTS sends letters to the accepted applicants of each sending district who have secured one of the sending school district's seats. CMAVTS notifies sending schools which applicants have been offered seats. The sending school district shall coordinate with CMAVTS to schedule an IEP meeting for each student who has an IEP. The IEP meeting shall be held at the sending school district with a representative from CMAVTS in attendance.

May 15 Acknowledgement and acceptance/rejection of an offer of admission due back at CMAVTS.

May/June: IEP meetings held (based on incoming student availability).

Last Week May: Registration Nights held at CMAVTS

First week in June: Open Enrollment

Application and Selection Process

- In November and December of each school year, CMAVTS and the guidance counselors from each sending school district shall work collaboratively to schedule tours for the sending school district 8th grade classes. The tours of CMAVTS shall be held and completed no later than the end of January of each school year.
- CMAVTS will hold an open house in February of each school year so the students and their families have the option to tour CMAVTS.
- Following their scheduled tour, students may obtain application packets from their middle school guidance counselors or from CMAVTS.
- Students from homeschool, Cyber School or Private School may receive application from CMAVTS Guidance Department beginning the first week in January.
- The packet will include the application and a release of records form which authorizes CMAVTS to obtain necessary information from the sending school districts.
- The application, release of records form, and required documentation must be completed by the student and the sending school district guidance counselor and submitted to the guidance offices of the sending school districts by 1:00 pm on the last school day in February.
- Any applications not submitted by the deadline will not be considered until the open enrollment period begins.
- Any application packets that are missing any of the required information will be returned to the applicant and not considered during the application process if not re-submitted by the deadline. Students may reapply and will be considered for admissions during open enrollment.
- The applications will be picked up by CMAVTS personnel on the last school day in February.

Selection Process

- The CMAVTS selected administrators/guidance staff will review and score all of the applications according to the selection criteria which are as follows: The CMAVTS selected administrators will review and score all of the applications according to the Student Rating Sheet. Areas of inquiry:
 - Responsibility
 - Team Player
 - Initiative
 - Grades (Grades will be averaged together and ranked). *Note: Grades will be based on previous and current school year.
 - Attendance (One point off Unexcused Days Absent and 0.5 points off for each day Tardy)

*Note: Attendance will be based on previous and current school year.

- Behavior (One point off per one day of OSS and ISS.) These days are not to be reflected in Attendance. (0.5 point for each lunch detention and or after school detention). *Note: Behavior will be based on previous and current school year.
 - Teacher, Counselor, Evaluator, Other (Other would be someone other than school staff or an evaluator that is an adult not related to the student and who can evaluate the student's attendance, discipline record, and behavior) recommendations.
- Each special education student application, IEP, and ER/RR, regardless of initial scoring, will be reviewed by the CMAVTS Special Education Supervisor, a Special Education Teacher and the Principal to determine if any scores assigned in any or all criteria areas on the Student Rating Sheet need to be adjusted due to disability status.
 - The CMAVTS Director will perform a final oversight of the application process.
 - The application review and scoring process will conclude by the end of the second week in March ~~15~~ of each school year.

Notice to Students/Admission or Appeal

- By the end of the 3rd week in March of each school year, CMAVTS will provide written notice through individual letter to each student who submitted an application to the school:
- A student with an approved application will be notified that he/she has met the entry requirement (the entry requirement of 65 points).
- A student who does not meet the entry requirement will be notified of the preliminary decline of the application and provided information on the appeals process.
- CMAVTS will send to each sending school district guidance counselor a list of the students who have met the minimum score requirement, a list of those students who did not meet the minimum score requirement and who have the option to appeal the decision of CMAVTS.

Appeal Process

- Students who did not meet entry requirements have the opportunity to appear before an Application Appeals Board which will consist of a Guidance Counselor, the Administrative Director and **at large** members selected from within the community on ~~a~~ designated days in mid-April.
- Requests to appear before the Board must be received in writing from the parent of the declined student, or, the sending school district, on behalf of a declined student applicant on or by April 5th.
- Each sending school district is invited to attend and present new information regarding each denied applicant.
- The Application Appeals Board will review the information provided by the applicant and sending school district representative to determine if the score assigned to that student's application should and will be adjusted.
- Those students whose scores, after being adjusted, meet the minimum score requirement of 65 points, shall be included in the ranking of applicants.
- CMAVTS will send a letter to all applicants indicating the outcome of the appeal.

Ranking System

- CMAVTS will separate the applicants based on their sending school districts.
- Students will be ranked in descending order in accordance with the point total earned on the Student Rating Sheet.
- The order in which names are ranked for each sending district will be the order in which seats shall be assigned. Ranked applicants who are outside of the allotted number of seats for each sending district will be placed on a wait list for that school district.
- Definitions:
 - Ranked List: The list of students who have applied and qualified for enrollment will be ranked and added to the list of applicants by sending school district. Vacant slots will be filled by students from the ranked list until the District has no more remaining applicants, who have met the cut score, on their list.
 - Open Enrollment List: All “ranked students” who were not offered admission will be ranked against one another and listed on a separate spreadsheet. These students will be offered “open enrollment slots” in the event that a school district does not utilize its entire allotment.

Acceptance Letters

- By the end of the first week in May of each school year, CMAVTS will send acceptance letters to all students who secured one of the seats allotted for each sending school district.
- The Acceptance letter will indicate a date and time the student must appear for a mandatory registration night at CMAVTS. Along with the acceptance letter, Student shall receive a pre-posted mailer which requires the Student to provide a response by **May 15th of the current school year**. Registration will be held Wednesday and Thursday of the last week in May. CMAVTS will then provide written registration confirmation.

IEP Meetings

- Upon acceptance of a student with a disability to CMAVTS, the IEP team meeting shall occur at the sending school district and the CMAVTS Director of Special Education or designee shall be in attendance at the meeting. The purpose of the meeting will be to construct the Individualized Educational Program (IEP) of the incoming student for implementation at CMAVTS. Additional meetings may be necessary to answer and address questions as to supplementary aids and related services for a student presenting unique challenges to placement and programming within CMAVTS.

Open Enrollment

- Any opening not used by students residing in a specific district will be offered to students in other districts. Open enrollment will begin the first week in June 3rd and continue throughout the school year.

COLUMBIA-MONTOUR AREA
VOCATIONAL-TECHNICAL SCHOOL

ADMINISTRATIVE
GUIDELINE

STUDENT ADMISSION – CRITERIA AND REVIEW

I. Application process and criteria: (Incoming Freshmen) In the fall of each school year, students may obtain an application packet from their middle school guidance counselors or from the Columbia-Montour Area Vocational-Technical School. The packet will include the application and a release of record form which authorizes Columbia-Montour Area Vocational-Technical School to obtain necessary information from the sending school districts. The application, release of record form, and required documentation must be completed and returned to the sending school guidance office no later than 1:00 pm on the last day of school in February of each school year. Applications will be picked up by personnel from the Columbia-Montour Area Vocational-Technical School on the afternoon of the last school day in February and date and time stamped by CMAVTS that school day or the following school day. **Hardcopy of applicable student IEPs and Section 504 Plans are due at CMAVTS no later than the second Friday in March**

(10th-12th Grade Students) Students may obtain applications for admission from their high school guidance counselor or from the Columbia-Montour Area Vocational-Technical School. The packet will include the application which allows for a release of records. This release authorizes the Columbia-Montour Area Vocational School to obtain the necessary information from the student's sending school. The application, release of records and required documentation must be completed and submitted to the home school counselor within the same timeframes as those listed for incoming freshmen students. All other admission and review criteria will remain the same, including IEP review prior to ranking. The CMAVTS handbook will list the obtained credit requirements for incoming students by grade. Students who are credit deficient may be offered admission but must participate in and complete a credit recovery program prior to the first day of school.

All upper class positions are considered “at-large” slots. Districts will not be allocated upper class slots. The number of available slots are determined by CMAVTS administration once freshmen have scheduled into their tenth grade training program. Administration will determine which training programs are not scheduled to capacity. Students making application will be asked to declare their first, second and third choice of training program as part of the application process.

The philosophy of the Columbia-Montour Area Vocational-Technical School is that attendance, punctuality, and appropriate behavior are important to employers and to successful entrance to post-secondary education. As a result, the criteria for acceptance will be determined by attendance, a student's discipline record, grades, behavior, recommendations from sending school staff, evaluators, and other and review of student's IEP, if applicable.

The applications received will be reviewed by the School Principal, Director of Special Education and a Special Education Teacher and scored in accordance with the Student Rating Sheet. Those applications that meet the minimum score requirement on the Student Rating Sheet will be considered for admissions. The participating school district will be provided the name(s) of any applicant preliminarily determined not to meet the admission criteria.

II. Appeal Review: Students whose applications have been preliminarily declined for not meeting the minimum score requirement as outlined on the Student Rating Sheet shall have the opportunity to appear before an Application Appeals Board consisting of a Guidance Counselor, the Administrative Director, and a third member selected from within the community on a designated day in April and in June. Students attempting to enroll in 10-12 grade will enjoy the same right to the appeal process as incoming Freshmen. The sending school district is invited to attend and present information regarding each denied applicant. Requests by incoming students to appear before the Applications Appeals Board must be received in writing on behalf of a student applicant on or by April 5th of each school year

III. Ranking: (Incoming Freshmen) At the conclusion of the appeals review period, all the applicants who have met the minimum score requirement for admission will be separated based on the sending school district and ranked in descending order in accordance with the total points earned on the Student Rating Sheet. The purpose of the ranking is to determine which of the students who have met the admission criteria will secure an enrollment slot of each sending school district. Applicants remaining in each sending district are assigned to a ranked waiting list in accordance with the point total.

(10th-12th Grade Students) Students who have met the cut score and are capable of being ranked will be sorted based upon choice of training program. Students will be ranked into separate lists created by the prospective student's choice of training program. CMAVTS will fill available spaces by comparing ranked student's first choice against ranked students who have also selected that program as a first choice. Additional slots which remain will then be filled by second choice and so on.

IV. Notification of Acceptance: (Incoming Freshmen) Acceptance letters will be sent at the end out the first week in May of each school year. The student must respond no later than May 15 of that school year. The student must also attend the registration night which will be held on Wednesday or Thursday of the last week in May.

(10th-12th Grade Students) Acceptance letters will be sent out by the final work day of the third week in June. Students must accept the offer of enrollment by responding no later than the 2nd Friday in July. Students will be required to set up a meeting with a member of CMAVTS's administrative staff in order to register for the upcoming school year prior to the student's first day at the CMAVTS.

V. Open Enrollment: Open enrollment will begin the first week of June and continue throughout each school year. Any opening not used by students residing in a specific district will be offered to students in other districts.

VI. Current Freshmen Acceptance into training programs for 10th grade: In April/May current students will be asked to schedule classes for the upcoming school year. As part of this process, students will select a training program based upon vocational interest. They will be asked to list their top four choices in order, choice one being the most desired course. Each training program has interior limits set by CMAVTS Administration. In situations where the requests for a vocational training program exceeds the program's capacity, CMAVTS will utilize the "Recommendation Form" and

“CMAVTS Student Rating Sheet” to score/rank students who wish to enroll in that program. The process will be modified from the process employed to admit students to the school in that only current school year data will be utilized. One of the two teacher recommendations shall come from the instructor of the training program whose enrollment request exceeds capacity. As with the process for incoming students, an IEP review will be conducted prior to finalization of student scores. Students transitioning from 9th to 10th grade at CMAVTS will be placed into available training program openings prior to opening those slots to students enrolled at schools other than CMAVTS for the 9th grade year.

VII. Home School/Cyber School student applications: From time to time, a student wishing to apply from home/cyber school has trouble obtaining the materials requested in the complete application. The following are suggestions to replace some of the items which need to be obtained as part of the application process:

Student Recommendation sheets: Relatives may not fill out recommendation sheets. In a home/cyber school situation where it is impossible to have the sheets completed by a teacher, the student must have an adult who spends significant time – 3.5hrs a week or more – with the student. Examples include: Scout Leaders, Church Youth Group Leaders, employers, Sports team coaches, etc. Respondents will receive, at their request, a SASE from CMAVTS to help maintain a confidential response.

Attendance/Behavior: While Cyber charters track attendance, most home school situations do not. The responsible party will be asked to determine and submit how many instructional days were lost due to illness. The responsible adult will also be asked to report how many times instruction required significant interruption due to a disciplinary concern.

Grades: CMAVTS will ask to review the “home school binder/portfolio” and utilize the data found within to make a decision regarding the “grades” category. Additionally, all students who apply from home/cyber school will interview before a panel comprised of CMAVTS Administration and guidance staff. Rubrics will be developed for both the portfolio review and interview.

VIII. Policy Revisions: CMAVTS reserves the right to amend Admissions Policy No.201-AG if there is a change in the comprehensive programming currently offered by CMAVTS.

Approved November 21, 2017



COLUMBIA MONTOUR AREA VOCATIONAL- TECHNICAL SCHOOL



ADMINISTRATIVE GUIDANCE

SCHOOL BUS LOADING, UNLOADING, PARKING AND VEHICLE TRAFFIC SAFETY

1. PURPOSE

The purpose of this guideline is to establish uniform safety procedures governing school bus arrival, parking, loading, unloading, departure, and the movement of other vehicles in and around designated school bus loading areas at Columbia-Montour Area Vocational-Technical School (CMVT).

The primary purpose of these procedures is the protection of students, employees, school bus drivers, visitors, and other persons on school property.

This guideline is intended to comply with applicable provisions of the Pennsylvania Vehicle Code, Pennsylvania Department of Transportation regulations, Pennsylvania Department of Education regulations, and other applicable law.

2. LEGAL AUTHORITY

This guideline is based upon applicable Pennsylvania law and regulations, including:

- 75 Pa.C.S. § 3345 — Meeting or Overtaking School Bus
- 75 Pa.C.S. § 3345.1 — Automated Enforcement of Failure to Stop for School Bus with Flashing Red Lights
- 67 Pa. Code Chapter 104 — School Bus Loading Zones
- 22 Pa. Code Chapter 23 — Pupil Transportation
- Applicable PennDOT school bus driver safety requirements and procedures

3. DESIGNATED SCHOOL BUS LOADING ZONE

CMVT shall establish a designated school bus loading and unloading area for the arrival and dismissal of students.



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During designated bus arrival and dismissal periods:

1. School buses shall use their assigned or directed loading positions.
2. The bus loading area shall be considered a restricted traffic area while students are actively loading or unloading.
3. Unauthorized vehicles shall not enter, park, stand, stop, or travel through the designated bus loading area during restricted periods except when specifically directed by authorized CMVT personnel, law enforcement, or emergency personnel.
4. Passenger vehicles, delivery vehicles, staff vehicles, vans, contractors, and visitors shall use designated parking, loading, and traffic areas separate from the active bus loading zone whenever practicable.
5. Students shall enter and exit buses only in designated areas unless an emergency or other circumstance requires an alternate location authorized by school administration or transportation personnel.

4. PASSING OR DRIVING AROUND SCHOOL BUSES ON CMVT PROPERTY

No vehicle shall pass, drive around, weave between, or otherwise travel through a line of school buses while students are actively loading or unloading unless specifically directed to do so by an authorized traffic-control person or emergency responder.

This CMVT campus safety rule applies regardless of whether the school bus's red flashing lights or stop arm are activated.

- CMVT staff or other authorized personnel will indicate that vehicle movement may safely resume, when traffic control personnel are present.

5. RED WARNING LIGHTS AND STOP ARM

When permitted and required by Pennsylvania law, the school bus driver shall activate the red warning lights and stop arm while receiving or discharging students.



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The driver shall not terminate the required signals until students who have exited the bus have reached a place of safety or students boarding the bus have completed boarding.

6. SCHOOL BUS PARKING AND POSITIONING

School buses arriving at CMVT shall:

1. Park only in assigned or designated bus positions unless otherwise directed.
2. Maintain adequate spacing between buses to permit safe operation and emergency access.
3. Idling is not permitted in designated loading and unloading zones. Pull into a clear parking area.
4. The school bus driver shall activate the red warning lights and stop arm while receiving or discharging students.
5. Avoid unnecessary movement after students have begun entering the loading area.
6. Remain stationary while students are actively entering or exiting the bus.
7. Not block designated fire lanes, emergency access routes, fire hydrants, or other areas required to remain accessible.
8. Follow all directions provided by authorized CMVT transportation personnel, administrators, school police, or other authorized traffic-control personnel.

7. STUDENT PROCEDURES

Students shall:

- Follow directions from bus drivers and CMVT personnel.
- Remain in designated pedestrian/loading areas.



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- Wait until the bus has stopped and the driver has authorized boarding before approaching the bus.
- Board and exit in an orderly manner.
- Avoid walking between buses unless specifically directed.
- Never walk immediately in front of, behind, or alongside a bus unless necessary for boarding, unloading, or crossing and the student is following the driver's or staff member's directions.
- Remain clear of moving buses and other vehicles.
- Never retrieve an object dropped near or underneath a bus without first notifying the bus driver or a staff member.
- Use designated sidewalks, crosswalks, and pedestrian routes whenever provided.

8. STAFF, VISITOR AND PARENT VEHICLES

During designated bus arrival and dismissal periods, staff members, parents/guardians, students, visitors, contractors, and delivery drivers **shall not:**

- Drive through an active school bus loading zone;
- Pass a bus that is actively loading or unloading students;
- Drive between parked or staged school buses;
- Park in an assigned school bus position;
- Stop in a manner that blocks bus movement;
- Block designated pedestrian routes;
- Interfere with buses entering or leaving the loading area; or
- Disregard the directions of authorized traffic-control personnel.

A driver who enters the loading area before buses begin loading may be required to remain stationary until student loading/unloading has concluded and the area is released for vehicle traffic.

9. SCHOOL VANS AND OTHER STUDENT TRANSPORTATION VEHICLES



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School vans, school vehicles, contractor vehicles, and other vehicles transporting students shall use designated locations established by CMVT.

Drivers shall not load or discharge students in a location that unnecessarily requires students to walk through active bus traffic.

10. REPORTING UNSAFE OR ILLEGAL PASSING

Any CMVT employee or school bus driver who observes a vehicle illegally passing a school bus or operating dangerously within a school bus loading area should immediately report the incident to the appropriate CMVT administrator, Transportation Coordinator, and/or School Police Officer.

11. PENNSYLVANIA PENALTIES FOR ILLEGALLY PASSING A SCHOOL BUS

Under Pennsylvania law, a motorist convicted of unlawfully meeting or overtaking a school bus under 75 Pa.C.S. § 3345 may be subject to:

- A \$250 fine;
- A \$35 surcharge;
- Five points on the driver's record; and
- A 60-day driver's license suspension.

Pennsylvania also permits automated school bus stop-arm enforcement systems. A qualifying automated civil violation carries a \$300 civil fine under current Pennsylvania law.