

# UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: PROGRAMMING STATUS OF COURSES

ADOPTED: December 20, 2007

REVISED: March 17, 2016

118. PROGRAMMING STATUS OF COURSES	
1. Purpose	<p>The purpose of this policy is to ensure programs offered at Upper Bucks County Technical School meet the needs of business and industry and maintain fiscal responsibility in their operations. Enrollment figures for each career and technical program shall be reviewed by the school’s administrators on a continuous basis.</p>
2. Guidelines	<p>If enrollment is at less than sixty-five percent (65%) of the established quota as measured by average daily enrollment for two consecutive years, the teacher will be notified in writing that the program’s status is “under-enrolled.” The Executive Director or designee will initiate a root-cause analysis to develop and implement an intervention plan for the program. This intervention plan will be reviewed and revised annually until the program enrollment meets or exceeds sixty-five percent (65%) for two (2) consecutive years as measured by average daily enrollment.</p> <p>Should enrollment fall below fifty percent (50%) for two (2) consecutive years as measured by average daily enrollment, the program may be placed on half-time basis or undergo a reduction of staff (in the case of multiple teacher programs) at the beginning of the following school year.</p> <p>Administrative guidelines will be developed to establish probationary and part-time status guidelines.</p> <p>The administration will meet with the teacher and every effort will be made by the administrators, faculty, guidance staff and participating school districts to increase enrollment.</p> <p>However, if a previously curtailed program shows an increase in enrollment and has greater than fifty percent (50%) of its quota enrolled for the following year, the Executive Director may recommend to the JOC that the program should be reinstated to full-time status.</p> <p>If a career and technical program continues to decline in enrollment, the program will be considered for possible termination.</p>

Chronically Under-enrolled Programs

Programs whose average enrollment over a five year period (as measured by average daily enrollment) falls below 60% capacity will be classified as ***chronically under-enrolled***. The Joint Operating Committee may elect to close or reduce the program to half time or reduce staff (in the case of a two-teacher program) under the recommendation of the Executive Director.