

WRITTEN RECRUITMENT PLAN

RECRUITMENT AND ENROLLMENT POLICY

The recruitment and enrollment process shall aim to identify sub-populations of students that are at-risk, including, but not limited to, students who are of limited English proficiency, students with disabilities, and students that have failed a state assessment. Recruitment efforts will also focus on student groups that are traditionally underrepresented in higher education: African American, Hispanic, and Native American students as well as first generation college students and those with low socioeconomic status. Although recruitment efforts will focus on students meeting the above criteria, all students are able to take advantage of the program and have equal access to apply.

RECRUITMENT PLAN

Jones Futures Academy P-TECH HVAC

Recruitment and Admission Process

1. Student or parent expresses a desire to pursue the P-TECH HVAC Program.
2. P-TECH coordinator conducts an in depth orientation and interview for both the parent and student. This orientation will cover the structure, goals, intent and expectation of the program.
3. Student and parent/guardian will complete the P-TECH application and either submit it in person to the P-TECH coordinator or complete online application.
4. Selected applicants and their parent/guardian are notified of the application status by the P-TECH Campus Grant Administrator.
5. Approximately 75 students will be admitted into P-TECH HVAC Program once per year.

P-TECH HVAC is available to rising 9th students that meet the criteria listed below:

1. The student must have a desire to be a part of the P-TECH HVAC Program and be able to explain this in writing.
2. Both parent and student must agree that the ultimate goal is to graduate from the P-TECH HVAC Program with a Houston Community College Associate of Applied Science Degree and/or HVAC Level 1 certificate.
3. Students will be recruited from the feeder and surrounding middle schools.

It is the policy of Houston Independent School District not to discriminate on the basis of race, color, national origin, sex or disability in its Career and Technical Education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.