

First and Last Name: _____

Student ID: _____

Date of Birth: _____

Program Choice #1: _____

Program Choice #2: _____

Is My BCTC Application Complete?

Directions: Check each item upon completion. Be sure that all completed materials are attached prior to your submission to the counseling office (this form, the essay, and the admissions agreement).

_____ I have completed the [BCTC online application](https://berkscareer.com/apply-to-bctc/). It can be found at this link:
<https://berkscareer.com/apply-to-bctc/>

_____ I have spoken to 2 of my teachers about being a recommender for my BCTC application. I have listed the teacher's who have agreed to be my recommender below:

Teacher 1: _____

Teacher 2: _____

_____ I have filled out the top of the [teacher recommendation form](#) with my name and program choice and provided both teacher's with the form. I asked the teacher's to turn in the form to the school counseling office.

_____ I have completed my [application essay](#). The essay answers all three questions and I have spell checked as well as checked my punctuation and grammar. I have attached my essay to this form.

Optional: If you are a student who needs to request a specific session at BCTC (AM or PM) due to a scheduling issue with sports, band/choir/orchestra, ROTC, etc. then please make note of this in your application essay. There is no guarantee that you will be given your first choice of session but your request and reason for the request will be considered.

_____ My parent/guardian and I have completed [the admissions agreement](#). The Health Insurance section of this form is also complete. I have attached the admissions agreement to this form.

Important Notes

1. All of the information to apply to BCTC can be found at this website:
<https://www.boyertownasd.org/Page/6144>.
2. You are responsible for requesting teacher recommendations.
3. You are responsible for submitting your BCTC application within the deadline required.
4. For more BCTC resources, please go to this website:
<https://docs.google.com/document/d/18KByDfVI-RtMS8WuVlpx0a6p7ctFkkHt-gEbNCVY46l/edit>

**Berks Career and Technology Center
TEACHER RECOMMENDATION**

NAME OF STUDENT: _____ **PROGRAM CHOICE:** _____

SENDING SCHOOL: _____

The student has made application to the Berks Career & Technology Center. Please evaluate this individual on qualities numbered 1–10. Please circle the box that best describes this student, and return to the District Counseling Office.

PERSONAL FACTORS	5	4	3	2	1
1. COOPERATION: Willingness to work well with others, for benefit of all, agreeable	Always cooperative	Usually cooperative	Cooperative	Reluctant to cooperate	Openly uncooperative
2. ATTITUDE TOWARDS AUTHORITY: Willingness to follow directives and respond positively toward teachers and administrators	Understands and appreciates need for authority	Shows evidence of accepting authority well	Appears to accept reasonably well	Accepts with resistance	Definitely resents authority
3. ATTITUDE TOWARDS LEARNING: Willingness to learn new knowledge or techniques toward greater efficiency and growth	Constantly seeks additional training	Willingly accepts training	Accepts training if sees advantage	Accepts training only under pressure	Definitely resists
4. LEARNING RATE: Ability to learn new tasks -- masters new routines quickly	Very apt, needs little instruction	Learns readily in a short time	Learns without difficulty	Learns slowly with effort	Learning extremely difficult
5. RESOURCEFULNESS: Devises ways and means to get job done, applies imagination and ingenuity to problem solving	Exceptional capacity for problem solving	Usually resourceful & creative	Generally resourceful	Limited problem solving skills	Lacks resourcefulness & problem solving skills
6. INITIATIVE: Self starter; motivated	Always self-reliant & motivated	Almost always self-reliant & motivated	Shows initiative & motivation	Limited initiative & motivation	Lacks initiative & motivation
7. RESPONSIBILITY: Dependable & reliable, carries out tasks in timely fashion	Always dependable, assumes much responsibility	Very dependable & reliable	Usually dependable & reliable	Somewhat dependable	Unreliable
8. QUANTITY OF WORK: Volume of work production/output	Highest producer	Produces more than required	Average output	Barely meets output minimum	Unsatisfactory output
9. QUALITY OF WORK: Accuracy of work completed	Consistently high quality & exceeds standards	Often exceeds standards	Usually meets standards	Work often incomplete & below standards	Work rarely complete & always below standards
10. SAFETY: Careful & organized; follows rules	Always careful & organized	Almost always careful & organized	Usually careful & organized	Often careless & disorganized	Dangerously careless & extremely disorganized
SCORE SUMMARY - COLUMN TOTALS:					
					TOTAL SCORE:

TEACHER'S SIGNATURE: _____ **SUBJECT TAUGHT:** _____ **DATE:** _____

**Berks Career and Technology Center
TEACHER RECOMMENDATION**

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SENDING SCHOOL: _____

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TEACHER'S SIGNATURE: _____ **SUBJECT TAUGHT:** _____ **DATE:** _____

STUDENT INTEREST ESSAY

To be completed by the student applicant, (with the exception of applicants for the Ninth Grade Early Admissions and Service Occupations Programs, in which BCTC staff will conduct an interview at the student's school district prior to acceptance).

DIRECTIONS: Based on the career program choice you requested, enclose a typed essay responding to the following prompts:

- 1) Describe your long-term career goal and why you chose to pursue this goal, (e.g., My career goal is to become a stone mason. My grandfather and father were both stone masons; I would like to follow in their footsteps and eventually own my own business).
- 2) Explain what you have done to date that has helped you learn more about this field, (e.g., During the summer I have been a helper on several jobs. I have spoken to several people who work in masonry and understand the physical requirements and opportunities related to this job).
- 3) Describe why you feel you will be successful in this career field, (e.g., I am physically fit, enjoy working outside and like the idea of eventually working for myself). Your written response will be evaluated on evidence of career planning, preparation, and interest.

BCTC ADMISSIONS AGREEMENT

Student's Name: _____ **Date of Birth:** _____
(month, day, year)

Choosing to attend Berks Career & Technology Center (BCTC) requires making an informed and responsible career decision. A student's success and continued enrollment will depend on the following:

- Regular attendance – You will be expected to be prompt and attend regularly.
- Positive Behavior and Self-Discipline – You will be expected to work cooperatively with all staff and students. In addition, respect and self-control and good citizenship is expected at all times.
- Effort and Safety – You will be expected to participate actively in all educational activities as directed by the teacher, achieve to the best of your ability, and adhere to all safety rules and regulations. Furthermore, you agree not to attempt to perform any procedure, use any tools/equipment, or handle any supply or material without proper training and the approval of the assigned teacher.
- Financial Requirement – You will be required to purchase certain items that uniquely pertain to your particular program (e.g. personal safety equipment, clothing, selected tools, and textbooks/workbooks).

Both students and parents/guardians acknowledge the inherent risk and potential for injury involved in career and technical programs and agree to the aforementioned requirements as a condition for acceptance. As a parent/guardian, I consent to allow my child to receive emergency first aid at BCTC in the event of sudden illness or accident. If their condition should require treatment by a doctor and none of the emergency contact persons listed can be reached, I further give permission for my child to be transported by an ambulance or responsible person to the nearest hospital or physician available. I will assume the necessary expense if any. I understand BCTC does not carry insurance to protect my child from expenses due to accidents and that student accident insurance is available through my own school district. I give permission for my child to be administered selected over-the-counter medications as recommended by the school's Doctor of Record during school hours if requested by my child. Prescription medications will only be administered after receiving an order from a physician. Furthermore, I relieve BCTC and its employees of any and all liability for the administration of medication.

I have a preference that _____ Hospital be used.

Student's Health Insurance Company _____.

Consistent with Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247 (Confidentiality of Records), we hereby give permission for the release of any and all school records concerning the applicant. This may include such things as the student's name, address, birth date, grade completed; results of various standardized tests, grades, attendance records, discipline reports, teachers' recommendations, family background, health and dental records. We understand this record will be treated with complete confidentiality and that only authorized school personnel may review the verified information without signed consent. I may review and correct these records in accordance with the BCTC's Records Policy which is available at www.BerksCareer.com. Furthermore, students who fail to complete the year successfully and/or do not earn the required OSHA safety card cannot return the next year. Your signatures indicate full knowledge that failure to comply with the requirements may result in removal from BCTC and reassignment to a more appropriate educational program.

I am committed to the admission agreement and request admission to the program/course as indicated on this application.

(Student Signature)

(Date)

BCTC ADMISSIONS AGREEMENT (cont.)

CONSENT AUTHORIZATION - I am the parent or legal guardian of the student applicant, have examined the information on this application including course selection(s) and agree with the terms of the Admissions Agreement.

(Parent/Guardian Signature)

(Date)

Consistent with Pennsylvania School Code § 13-1304-A (Safe Schools), I hereby swear or affirm that my child **was** **was not** previously suspended or expelled, or **is** **is not** presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for an act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. § 13-1304-A (b) and 18 PA. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

(Parent/Guardian Signature)

(Date)

The BCTC Student Handbook will answer many of the questions you may have about the rules and activities here at the Career Center. PLEASE VISIT www.BerksCareer.com TO VIEW THE ENTIRE DOCUMENT and for reference purposes.

Please give special attention to the following sections:

Section III titled "Student Code of Conduct/Discipline", and **Section XII** titled "Acceptable Use of Internet, Computers and Network Resources". Within these sections you will find helpful information concerning our discipline policy and responsibilities required of all Internet users. Accepted students are also requested to review **Section I** titled "Attendance". Since curriculum delivery at the Career Center greatly involves teacher demonstration and hands-on activities, student attendance is very important. Failure to attend school on a regular basis will have a great impact on a student's overall grade.

Parent/Guardian
Initials

Standing Orders Agreement

By initialing here, parent/guardian gives permission for his/her child to be administered selected over-the-counter medications (Tylenol, Motrin, or Tums) as recommended by the school's Doctor of Record consistent with BCTC's standing orders during school hours if requested by my child. Furthermore, I relieve BCTC and its employees of any and all liability for the administration of medication.

Please list any severe allergies that your child might have:

Does your child have special health problems, physical limitations, or any existing health conditions (i.e. sickle cell, seizures, or a pacemaker) that the Nurse needs to be aware of: ___ Yes ___ No.
If yes, please list them:

Parent/Guardian
Initials

Student Photo/Video Disclosure

By initialing here, parent/guardian agrees to allow BCTC to use photographs or video images of my son/daughter in the BCTC yearbook, on the website, in the Video and Media Content Production program, for marketing and recruitment, for special achievement, for recognition of my son/daughter in conjunction with local media, and for social media to market the school.

BCTC ADMISSIONS AGREEMENT (cont.)

Parent/Guardian
Initials

Virtual Instruction Disclosure

Due to the pandemic or in cases of severe weather, it is possible BCTC may need to periodically implement a virtual learning model during the 2022-2023 school year. The virtual learning model is not intended to replace in-person learning and will only be utilized in the event our campus or programs are closed to in-person learning.

In the event of the implementation of a virtual learning model, I understand my son/daughter will be utilizing their video (webcam and audio) to participate in live class sessions through videoconferencing with their teacher(s), classmates, support staff and administration through the use of BCTC's web/audio conferencing and learning management system delivery services of Online Curriculum Systems and/or Microsoft Office 365. Furthermore, I also understand portions of these videoconferencing sessions may be recorded for student and teacher access after the class session. All recorded portions of the class lesson will be stored in a secure location where only members of the class and teacher can access them with username and password, for educational purposes.

Parent/Guardian
Initials

eSchoolData Parent Portal

By initialing here, parent/guardian accepts the responsibility to view all attendance and grades via eSchoolData through the eSD Parent Portal. To register for the Parent Portal please visit BCTC's website at www.BerksCareer.com and select Parents, then in drop down select Parent Portal. This will take you to the eSD Parent Portal site which you will then click on the online registration link to create a new user account.

Parent/Guardian
Initials

Telephone Customer Protection Act (School Messenger)

By initialing here, parent/guardian chooses to opt-in and give his/her consent to receive automated phone calls, emails, and text messages from BCTC that contain relevant important information pertaining to BCTC and my student. BCTC uses the SchoolMessenger notification service to send important information to families through phone calls, emails, and text messages. In order to comply with the Telephone Consumer Protection Act, BCTC is required to obtain consent to transmit automated phone calls, emails, and text messages. Consent is not required for contacts for "emergency purposes," defined as a call "made necessary in any situation affecting the health and safety of consumers." Please refer to page 5 of the Student Handbook for more detailed information.

Parent/Guardian
Initials

COVID-19 Sign Off

Please review the signs and symptoms information regarding COVID-19 on the eSchoolData Parent Portal: <https://parents.csiu-technology.org/BerksCTC>

By checking this box, I verify I have read and reviewed the COVID-19 guidelines. I understand the public safety importance of following these guidelines and not jeopardizing the health of others. I agree to keep my student home should any of the signs or symptoms appear.

Parent/Guardian
Initials

Educational App Disclosure

I understand BCTC uses a variety of different instructional and education resources. Students' information, security and safety are always a top priority. Therefore, we have compiled a listing of approved applications, and it can be found on our website: www.BerksCareer.com/technology. This list is changing as our needs and resources change. Please check this information for software that your student may use while attending BCTC. Check back to this site frequently as this list may change.

Parent/Guardian Signature

Date

Student Signature

Date