



Communication and Procedures for Servicing Students with Disabilities

2022-2023 School Year

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About the Lorain County JVS

Founded in 1971, the Lorain County JVS offers accredited career-technical education for high school students in grades 9-12 and adult learners. Through our programs, our students gain the skills, knowledge, and training needed to be a success in their careers. Located on a 100-acre campus in Oberlin, Ohio, LCJVS is one of the largest career tech schools in the state. We serve high school students from 13 school districts:

- Amherst
- Avon
- Avon Lake
- Clearview
- Columbia
- Elyria
- Firelands
- Keystone
- Midview
- North Ridgeville
- Oberlin
- Sheffield-Sheffield Lake
- Wellington

Our Adult Career Center serves adult learners from surrounding communities.

Mission

We create opportunities for students to achieve success in their careers.

Vision

By 2023, the Lorain County JVS will be the model Career and Technical Education Center in the state of Ohio.

Core Beliefs

- We believe in the engagement of all stakeholders.
- We believe in providing pathways of success for all students.
- We believe in a rigorous and relevant curriculum that increases achievement.
- We believe in recruiting, developing, and retaining highly qualified employees.
- We believe we are all responsible for the success of students.
- We believe in developing and sustaining partnerships.

Enrollment

Recruitment Process

1. County high school counselors meet quarterly at LCJVS in September, November, January, and May.
2. In the fall, LCJVS collects addresses for all enrolled 7-12 grade students in our 13 associate school districts.
3. In September, 8th-grade counselors from the associate schools meet at LCJVS. This meeting aims to provide the 8th-grade counselors an update on the 9th-grade program, issues, events, and policies that impact their students. At this meeting, counselors are provided with individual program information sheets for 9th grade, dates to remember, and are encouraged to schedule a tour of the building for their 8th graders.
4. The LCJVS high school counselors present to sophomores at associate high schools in October and November. They provide information on career tech education and the programs offered at LCJVS, and they invite the students to attend the Sophomore Career Days field trip in November.
5. The online application for the new school year is available by November 1.
6. LCJVS sends postcards to 8th-9th-10th grade students promoting Open House and applications in September, October, November, December, and January.
7. Sophomore Career Days are held annually in November. This field trip is open to all sophomores at associate districts and showcases the programs that LCJVS offers. Students select two programs to visit.
8. Open House is in November. This event targets parents and potential students in 8-10th grade and adult learners.
9. 8th graders are encouraged to attend tours of LCJVS with their classes beginning in October.
10. The applications timeline is presented to county counselors with a due date in mid-February. Applications are processed after this date but will continue to be accepted for open positions in programs until September 1.
11. For additional experience, students can ask to shadow up to two other labs during the school day with permission from their district to ride the bus to LCJVS.

12. Postcards reminding students to apply in early February are sent to all 8th-9th-10th graders.
13. Applications are collected and sorted by program interest in mid-February.
14. Current LCJVS 9th and 10th graders complete their program and course requests to remain at JVS by mid-February.
15. Acceptance letters for new students and in-house students are mailed in April. Students that were not accepted in the first round are placed on further review for grade/credit deficiencies.
16. Meetings are set at the associate school in April-May for students placed on further review or a waitlist.

Application Procedures

1. All interested students must apply online at <https://lcjvs.esvportal.com/applicationslogin.aspx>.
2. Once a student applies, the parent/guardian, school counselor, Recruitment/Enrollment Coordinator, and recruitment administrative assistant receive an email of submission.
3. School counselors supply needed transcripts or report cards.

Each application is grouped by program and considered based on grade level requirements.

For 11th grade:

- On-track for graduation (2 English, 2 math, 2 science, 2 social studies, .5 each Health/P.E.)*
- Special consideration for Public Safety requirements

For 10th grade:

- On-track for graduation (1 English, 1 math, 1 science, 1 social studies, .5 credit of Health or P.E.)*

For 9th grade:

- On-track for graduation – matriculated from 8th-9th grade.
 - a. Students who have applied to open programs and have credit deficiencies will schedule a meeting to discuss options and pathways to graduation. Public safety candidates have specific GPA, physical, or test score requirements.
- Completed application from the associate school
- Students are grouped for consideration by their interest choices. There are 50 spots each in five different areas.

Selection Process-11th Grade

1. Students at LCJVS are considered for CTE programs first if credit requirements are met, and they remain in good standing with the LCJVS.
2. Once all components (transcript, report card, credit checks) of the external applicant's application are submitted and reviewed, they are sorted by their requested program choice.
3. 25 is the maximum number of students for most programs. Exceptions include 24 in each Allied Health Sciences Lab and 15 in each lab for Hospitality Services, Maintenance Services, and Job Training Program.
4. Applicants that meet requirements are accepted, pending space in their chosen program.

5. Applicants with questions or minor deficiencies (i.e., not attending a member school, attendance issues...) will receive conditional acceptance with requirements listed that should be completed to ensure success and on-time graduation while in the program.
6. Applicants placed on “Further Review” because of credit deficiencies will have a meeting with the Recruitment/Enrollment coordinator.
7. Applicants who apply for an incorrect program (i.e., 8th grader applying for 11th grade) are marked as “Not Accepted” and encouraged to apply again for the correct program.
8. If the program has reached the maximum, students are encouraged to:
 - Remain on the waitlist for that program
 - Apply for a new program that may have room
 - Meet with the Recruitment/Enrollment coordinator during “further review” interviews to discuss options.

Selection Process-10th Grade

1. Students at LCJVS are considered for 10th-grade spots first if credit requirements are met, and they remain in good standing with the LCJVS.
2. Once all components (transcript, report card, credit checks) of an external applicant’s application are submitted and reviewed, they are sorted by their requested program choice.
3. Applicants are considered for open spaces in each program lab. In 2022, we have ten labs of 25 available. 25 is the maximum number in most labs. They are sorted into five interest-categories with 50 spots in each category: Construction, Mechanical, Service/Culinary, Graphics/Computers, and Health Professions.
4. Applicants meeting requirements with room in their program choice will be accepted.
5. Applicants with questions or minor deficiencies (i.e., not attending a member school, attendance issues...) will receive conditional acceptance with requirements listed that should be completed to ensure success in the program and on-time graduation while in the program.
6. Applicants placed on “Further Review” because of credit deficiencies will have a meeting with the Recruitment/Enrollment coordinator.
7. Applicants who apply for an incorrect program (i.e., 11th grader applying for 10th grade) will be “Not Accepted” and encouraged to apply for the correct program.

8. If the program has reached the maximum, students are encouraged to:
 - Remain on the waitlist for that program
 - Meet with the Recruitment/Enrollment coordinator during “further review” interviews to discuss options.

Selection Process-9th Grade

1. Once all components (transcript, report card, credit checks) for 8th-grade applications are submitted and reviewed, they are sorted by their requested program choice and sorted into five interest categories, with 50 spots in each category: Construction, Mechanical, Service/Culinary, Graphics/Computers, and Health Professions. In 2022, we have ten labs of 25 available.
2. Applicants meeting requirements from associate member districts with room in their interest choice are accepted. Students not currently enrolled in the member districts are considered for spaces in their interest choice.
3. Applicants with questions or minor deficiencies (i.e., not attending a member school, attendance issues...) will receive conditional acceptance with requirements listed that should be completed to ensure success in the program and on-time graduation while in the program.
4. Applicants who apply for an incorrect program (i.e., 8th grader applying for 11th grade) are marked as “Not Accepted” and encouraged to apply again for the correct program.
5. If the program has reached the maximum, students are encouraged to:
 - Remain on the waitlist for that program
 - Apply for a new interest choice that may have room

Program Acceptance

1. All applicants will receive a letter explaining their status in early spring. The status includes:
 - Accepted – applicant is in their program choice. The student will reply to LCJVS by logging in to enroll. Login information is included in the letter and forwarded to the associate school counselor.
 - Accepted with Conditions— applicant was placed in their program choice with conditions listed for success in the program and to graduate on time. The student will reply to LCJVS by logging in to enroll. Login information is included in the letter and forwarded to the associate school counselor.
 - Waitlisted – applicant was placed on a waitlist for the program and will remain there until/if a spot becomes available. The applicant can consider another program and reapply.
 - Further review— students placed on “Further Review” because of credit deficiencies will have a meeting with the Recruitment/Enrollment coordinator at their school.

- Not Accepted – applicants applying to programs that are not on track for graduation are notified of specific credit deficiencies.
2. Directions to log in to the LCJVS forms site and complete their enrollment for fall are included in the letter. The letter indicates that students have a trial period to return to their associate school up to the second Tuesday of the year.
 3. An informational orientation event is hosted at LCJVS in the summer, ten days before the first day. One day is for new incoming students, and one day is for returning students in all grades.
 4. The LCJVS Recruitment/Enrollment Coordinator and LCJVS Director of Special Education Program communicate acceptance information to LCJVS associate districts’ counselors and special education directors.

Enrollment and Document Transfer Summary

Month	Description
September	1 st of 4 high school counselors’ meetings 8 th -grade counselor meeting
Begin in October November	8 th graders tour LCJVS 2 nd High School Counselor meeting
October November September-January	Sophomore presentations at Associate schools-invite to Career Days Postcards sent to all 8 th -9 th -10 th graders
November	Sophomores visit LCJVS Campus -Career Days
November	Open House - Sunday
January	3 rd High School Counselor meeting
February	Postcards sent to all 8 th -9 th -10 th to encourage applications
April April -May April -August	Status Letters sent Recruitment/Enrollment Coordinator Further Review meetings at Associate schools Special Ed. Director collects ETR/IEP on accepted students and meets at associate schools
May	4 th High School Counselor meeting
June-August	Waitlist and Further review applications reconsidered in open programs

Special Education Services

Each Intervention Specialist is assigned 24 to their caseload as a maximum number of students.

A master list of all students that includes, but is not limited to, IEP meeting dates and case managers is emailed to all District Directors weekly through September. Updates are emailed as needed throughout the year.

At the beginning of each year, the Intervention Specialist reviews the IEP and schedule to ensure the student is in the correct Least Restrictive Placement (LRE) placement. They monitor progress quarterly to ensure accommodations are utilized, and that progress is made on annual goals. All teachers receive a copy of the ETR and IEP for each student they teach on their roster by the first day of school. Intervention Specialists are responsible for communicating with the parent/guardian throughout the year.

Transition of Special Education Information

1. In early Spring, School Counselors and Special Education Directors are informed of who has applied and their status: accepted, further review, or waitlist.
2. LCJVS Supervisor sends out monthly block IEP meeting invites for the next school year each June to get it on the Director's calendar.
3. In April and May, the Special Education Supervisor goes to each Associate school to meet with incoming students and their parents/guardians. Once the student has formally accepted coming to Lorain County JVS, all special education documents are transferred to the Lorain County JVS through Samegoal. All 13 districts use the Samegoal IEP software program. When a student transfers from a district that does not have Samegoal, a hard copy is provided to the Lorain County JVS.
4. In August, all Directors get a master list of all their students attending the Lorain County JVS. This list is sent weekly to ensure no student is missed.

Special Education meetings

1. Lorain County JVS schedules all IEP and ETR meetings at Lorain County JVS. The Directors and Transition Coordinators are invited to all EIP and ETR meetings.
2. When needed, the Lorain County JVS will hold periodic team meetings and invite the associate school director.
3. The Director is invited to all Manifestation Determination meetings.

At-Risk Students

1. Lorain County JVS's Supervisor keeps Associate School Directors informed of students at risk of failing.

2. Lorain County JVS's School Counselors communicate with Associate School Counselors to ensure transcripts and graduation requirements are met.
3. Lorain County JVS has its attendance officer working with the Assistant Principal for truancy issues. The Supervisor keeps the Directors up to date on students who are not attending.

Exam Accommodations

1. Associate Schools are responsible for applying for accommodations for the ACT/SAT. Lorain County JVS Lab Instructors will apply for accommodations for Industry Exams as needed.

Contact Information

Name	Position	Email	Phone (440) 774-1051
Career Services			
Annette McIver	Career Services Specialist	amciver@lcjvs.net	Ext. 22468
Counseling			
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Enrollment/Recruitment			
David Keller	Recruitment/Enrollment Coordinator	dkeller@lcjvs.net	Ext. 22323
Special Education			
Denise Scarpucci	Supervisor	dscarpucci@lcjvs.net	Ext. 22262
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