

Guidelines for Nursing Fundamentals Application Process

The application committee at each school will consist of the Health Science teacher(s), the Career Development Coordinator and an Assistant Principal. The Health Science teacher(s) will lead the application process.

All efforts will be made to be as inclusive as possible and only those students deemed inappropriate through the objective criteria printed in the rubric will be excluded from the course. The guidelines for the application process are as follows:

1. The Director of Career and Technical Education will provide a general statement referring to the application process in the countywide course catalog and each school will publish its application on its website.
2. The Health Science teacher(s) should schedule a meeting of the application committee to plan and discuss the process, including dividing responsibilities among committee members.
3. The Health Science teacher(s) should make faculty members aware of the application process and the importance of their completion of the Teacher Recommendation form if asked by a student.
4. The Health Science teacher(s) shall inform all students enrolled in Health Science I of the application process for Nursing Fundamentals within the first five (5) days of the semester and maintain a record of when this took place.
5. The Health Science teacher(s) shall make the Nursing Fundamental applications available to each student in Health Science II. Applications can be accessible in print and online. The deadline for completion and turn-in will be publicized as well.
6. The Health Science teacher(s) should review applications and teacher recommendations immediately after the deadline has passed. If teacher recommendations are missing, the Health Science teacher(s) will follow-up with the student and/or the designated reference.
7. The Career Development Coordinator and/or the Assistant Principal will obtain the grades, attendance records and discipline records needed for each applicant. Committee members will need to work collaboratively to accomplish this task.
8. Complete a rubric for each student. Each rubric item needs to be scored through a review process by more than one committee member.
9. A meeting of the entire application committee should be scheduled. A list of students who are approved or denied for the courses should be submitted to the Principal, Assistant Principals, the Career Development Coordinator and PowerSchool Coordinator.
10. In the case of over-enrollment, qualifying students that need Nursing Fundamentals to complete their career cluster for graduation have first priority. Additional qualifying students will participate in a drawing for the remaining seats in the class. The recommended state guidelines for maximum enrollment for the class will be enforced to ensure a quality program and adequate supervision.
11. Notification of approval or denial should be given to each student in writing. A meeting with students that are denied access to Nursing Fundamentals and/or their parents may be warranted to explain the application process and determine an alternative course/pathway for the student to follow.
12. Additional options may be available county-wide so students can obtain this course. Also, a waiting list should be made as scheduling often prohibits students from getting into the course and a spot becomes available.
13. Students denied entry need to be rescheduled in Power School or given their alternate course selection.

Buncombe County Schools does not discriminate against any student regardless of age, sex, race, religion, national origin, handicapping conditions, pregnancy, parental or marital status.