

**NEWTON  
PUBLIC SCHOOLS**

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## **Admissions Policy for Career & Vocational Technical Education**

### **I. Introductory Statement**

High school students registered in the Newton Public Schools (NPS) have the opportunity to participate in the career and vocational technical education program offered by NPS. Students entering the ninth grade can enroll in the career & vocational technical education Exploratory Program which will provide them with the opportunity to explore six different Chapter 74-approved programs; Automotive Technology, Carpentry, Culinary Arts, Drafting, Graphics, and Early Education and Care and two Non-Chapter 74 programs; Design & Visual Communications, and Radio and Television Production.

For students who develop an interest in furthering their education in a vocational technical field, and have completed the Exploratory Program, and have met the eligibility criteria may apply to become a Major 1. Students applying to become a Major will be evaluated using the selection criteria found in Section VII in this Admissions Policy.

An Admissions Policy is necessary to help provide an equal and equitable process for students who want to advance their education and training in a career & vocational technical program, especially when there are more applicants than openings. All career & vocational technical education classrooms, in accordance with the Massachusetts General Laws, Chapter 74 and the Vocational Technical Education Regulations, are designed and equipped to serve a maximum number of students safely.

### **II. Equal Educational Opportunity**

Students who register in the Newton Public Schools have equal and equitable access to the career & vocational technical education Exploratory Program in the ninth grade and/or an opportunity to apply to become a Major in the 10-12<sup>th</sup> grades without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, homelessness status, or any other class as protected by law.

## **REGISTRATION PROCESS for FALL ADMISSION – EXPLORATORY PROGRAM GRADE 9**

Students register for the career & vocational technical education Exploratory Program through their guidance counselor in the eighth grade. The guidance counselor fills out a Course Request Form, which the student must have signed by their parent(s) and/or guardian(s).

### **TO APPLY FOR THE MAJOR:**

To apply for the Major, all students must have completed a career & vocational technical education Exploratory Program and must follow the admissions criteria as stated in this Admissions Policy (see Section VII). Applications for the Major 1 are due in the Career and Vocational Technical Education (CVTE) office by April 1.

Students with limited English proficiency are eligible to receive assistance during the entire application and admissions process. A qualified staff member from Newton North or Newton South High School will assist the applicant in completing the necessary forms and will also provide interpretation services during the entire application process.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admissions process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admissions process, will not affect the applicant's admission to the career & vocational technical program.

### **III. Eligibility**

Any ninth, tenth, eleventh or twelfth grade student registered at Newton North or Newton South High School is eligible to apply for fall admission or admission during the school year, subject to the availability of openings in the career & vocational technical education program (see Sections VI & VII).

Students who reside in the City of Newton, and are registered in the Newton Public School system, are eligible to apply for fall admission or admission during the school year, provided they expect to be promoted to the grade they seek to enter by their current school. Those students will be evaluated using the criteria contained in this Admissions Policy. Priority for admission will be given to resident students registered in the Newton Public Schools.

Students who have transferred from another school system where they were enrolled in a Chapter 74 approved career & vocational technical education program and are now registered in the Newton Public School system are eligible to apply for fall admission or admission during the school year to the career & vocational technical education program in grades 10-12, provided they expect to be promoted to the grade they seek to enter by their current school, and provided they register for the same program they had been enrolled in at his/her previous school. Transfer students applying for the major will be evaluated using the selection criteria contained in this Admissions Policy.

### **McKinney-Vento**

Homeless students will be accepted into the career & vocational technical programs, once registered in the Newton Public School system, according to the selection criteria contained in this admission policy.

### **Home-Schooled Students**

Students who are home-schooled and are residents of Newton may apply for a career and vocational technical education program if they register in the Newton Public School system, according to the selection criteria contained in this admission policy.

**Non-Resident Students** – First preference will be given to students enrolled in the Newton Public Schools; however non-residents are eligible to apply for fall admission subject to availability. To do so they must file a Chapter 74 Vocational Technical Student Tuition application with the superintendent of the student's district of residence in accordance with the MA Department of Education Guidelines for Vocational Technical Education Nonresident Student Tuition Process pursuant to M.G.L.c. 74 (located at [www.doe.mass.edu/cte/admissions](http://www.doe.mass.edu/cte/admissions)). Once this application is approved, the student must register as a full-time student in the Newton Public Schools. Deadline for this application to be filed with the local superintendent is April 1.

## **IV. Organizational Structure**

Newton Public Schools has two public high schools – Newton North High School and Newton South High School. Each is currently accredited by the New England Association for Schools and Colleges. Newton Public Schools is committed to providing a quality career & vocational technical education program. The Chapter 74 Approved CVTE programs are offered at Newton North High School. Students throughout the district have equal access to the career & vocational technical education program.

The director of Career & Vocational Technical Education (CVTE) for Newton Public Schools and the two high school principals have the responsibility to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the selection criteria contained in this Admissions Policy.

Applications for each major will be reviewed by the career & vocational technical program teacher, the student's guidance counselor, the principal(s), and the CVTE director. Placement into the program will be based on the scoring rubric and selection criteria requirements contained in this Admissions Policy.

## **V. Recruitment Process**

1. The Director of Career & Vocational Technical Education for Newton Public Schools is responsible for disseminating information to the students registered in the NPS about Newton's career & vocational technical education program opportunities through local school assemblies and press releases, and for collecting applications from students. These activities include the following:

An interactive presentation is offered for students in the eighth grade at the four middle schools: Bigelow, Brown, F.A.Day, and Oak Hill, prior to ninth grade registration.

- This activity is led and facilitated by the Student Ambassador Leadership Team (a junior and senior from each CVTE program).
- An Open House, offering a CVTE Showcase, is scheduled in March prior to ninth grade registration. Preceding the Open House, a packet of information about the career & vocational technical education program offerings is sent home to all eighth grade students and their parent(s)/guardian(s) including a special invitation to attend a career & vocational technical education exhibit prior to the all-school Eighth Grade Student/Parent Night general information program. On this night prospective students and their parents/guardians are provided with the opportunity to visit and speak with each career & vocational technical program's teacher(s) and members of the CVTE Student Ambassador Leadership Team.
- Parents/guardians are invited to schedule individual visits to meet with the CVTE Director.
- Students and parents/guardians interested in learning more about the CVTE programs can access additional information on the Newton North and Newton South High School website by clicking on CVTE programs at [www.newton.k12.ma.us](http://www.newton.k12.ma.us)
- Students may schedule a tour of the programs and/or set up a program shadow by contacting the CVTE Community Outreach Specialist.

- Brochures describing the career vocational-technical programs, academic course selections, cooperative education opportunities, postsecondary options, and information about careers and career ladders are distributed during Open House and during individual tours of the program.

## **VI. Application Process**

### ***REGISTRATION PROCESS for FALL ADMISSION GRADE 9***

1. Students registering for the ninth grade have the opportunity to enroll in a career & vocational technical Exploratory Program. First priority will be given to students entering the ninth grade, followed by those in tenth grade. This is done in an effort to provide students with adequate time and opportunity to explore career & vocational technical opportunities through an Exploratory Program so they can apply for the program Major in the tenth grade. Note: Newton Public Schools has a graduation requirement that requires a student to earn at least 5 credits in a fine, performing, or technical arts program. Students in eleventh and twelfth grade can register for the CVTE Exploratory Program and are granted entrance only if there is available space after the ninth and tenth grade students have been assigned.
2. Students register for the career & vocational technical education Exploratory Program with their guidance counselor. The guidance counselor fills out a Course Request form, which the student must have signed by the parent(s) and/or guardian(s).

### ***APPLICATION PROCESS FOR FALL ADMISSION GRADES 10 -12***

1. Students interested in applying for admission to the career & vocational technical education program in the tenth, eleventh, or twelfth grade must:
  - Obtain an application form from the Newton North High or Newton South High School Guidance Department, the Director of Career & Vocational Technical Education, or download a form from the website at [www.newton.k12.ma.us](http://www.newton.k12.ma.us).
  - Return the completed application form to their guidance counselor at Newton North or Newton South High School. The counselor will forward the completed form to the Director of Career & Vocational Technical Education by April 1.
1. If incomplete applications are received, the following procedures will be followed:

- The applicant's guidance counselor and parent/guardian will be notified by mail and/or through email by the Director of Career & Vocational Technical Education to allow for appropriate corrections to be made.
- If, after notifying the guidance counselor and parent/guardian, the application remains incomplete for ten (10) school days, the application will be voided.

### ***LATE APPLICATIONS***

- applications received after the deadline of April 1 may be accepted depending on program availability. If accepted, applications will be evaluated using the same criteria as all other applications and the composite score will be integrated in rank order on the established waiting list.

### ***TRANSFER STUDENTS***

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school that transfer to the Newton Public Schools will be considered for admission into the same career & vocational technical education program (including admission during the school year), depending on the availability of space. All transfer applicants must attend an informational interview at Newton North High School. Their applications will be evaluated according to the selection criteria contained in this Admissions Policy.

### ***WITHDRAWN STUDENTS***

Students who withdraw from the Newton Public Schools career & vocational technical education program may reapply for admission to career & vocational technical education program following the procedures contained in this admissions policy and will be evaluated using the criteria contained in this Admissions Policy.

## **VII. Selection Criteria for Career & Vocational Technical Education**

### ***REGISTRATION into the EXPLORATORY***

Students entering the ninth grade may select and register for the Exploratory Program which will provide them with the opportunity to experience the career & vocational technical education program offerings. Newton Public Schools is a comprehensive high school system. Students entering the high school have the opportunity to explore career and vocational technical programs. Students will select the vocational technical program they are interested in and will register for this program. As part of the student's exploratory training, they will spend *instructional* time in each vocational technical program offered during their assigned block, including areas that are nontraditional for their gender; however the bulk of the training will be

in the vocational technical field they enrolled in. If the program a student requests is filled they are placed on a wait list and are asked to select their second choice for the first semester, at which point they will be immediately registered for their first request second semester. If an opening in the student's first choice becomes available first semester, they are offered the opportunity to switch and then are registered for their second choice second semester.

***PLACEMENT into the MAJOR***

All students entering the tenth grade, after completing the career & vocational technical Exploratory Program, may apply for admission to become a program Major. The Major requires a commitment to time and learning, and must be balanced with students' academic courses. Over the course of the high school experience, Majors must spend suitable time-on-learning in their career & vocational technical education program in order to fully develop their competency skills and knowledge. Students entering the Major 1 (tenth grade) must commit to four blocks a week for the full year, Major 2 (eleventh grade) must commit to eight blocks a week for the full year, and Major 3 (senior year) must commit to the twelve blocks a week for the full year.

***SELECTION PROCESS***

During the exploratory experience, the career & vocational technical education teachers evaluate and grade each student using a Program Scoring Rubric. The students are evaluated and scored on scale of 0-100 points, which consists of the following:

<b>CATEGORY</b>	<b>25 POINTS</b>	<b>20 POINTS</b>	<b>15POINTS</b>	<b>10 POINTS</b>	<b>TOTAL</b>
<b>Technical Knowledge and Skills</b>	The student's competency profile report and program grade demonstrates a 90-100% development of knowledge and skills.	The student's competency profile report and program grade demonstrates an 80-89% development of knowledge and skills.	The student's competency profile report and program grade demonstrates a 70-79% development of knowledge and skills.	The student's competency profile report and program grade demonstrates a 60-69% development of knowledge and skills.	
<b>Attendance</b>	The student has a 90-100% attendance rate.	The student has an 80-89% attendance rate.	The student has a 70-79% attendance rate.	The student has a 60-69% attendance rate.	
<b>Conduct Motivation Initiative Collaboration</b>	The student comes to class prepared to learn, demonstrates respect to others, understands the program's expectations, and follows the rules 90-100% of the time.	The student comes to class prepared to learn, demonstrates respect to others, understands the program's expectations, and follows the rules 80-89% of the time	The student comes to class prepared to learn, demonstrates respect to others, understands the program's expectations, and follows the rules 70-79% of the time.	The student comes to class prepared to learn, demonstrates respect to others, understands the program's expectations, and follows the rules 60-69% of the time.	
<b>Health and Safety Practices</b>	The student follows the rules of health and safety in the technical program with 90-100% accuracy.	The student follows the rules of health and safety in the technical program with 80-89% accuracy.	The student follows the rules of health and safety in the technical program with 70-79% accuracy.	The student follows the rules of health and safety in the technical program with 60-69% accuracy.	
				<b>TOTAL POINTS</b>	

Students are admitted into the Major of their choice based on the total points they receive in their Exploratory Program. For example, a student with a point total of 100 will be admitted before a student with a point total of 90. If a program fills before a student gets his/her first choice, the guidance counselor then moves to the student's second choice, if there is an opening in the second choice program. Again, students are admitted based upon their overall point total. If a student's point total in the Exploratory Program is so low that s/he is not placed in their second choice because the program is filled by students with higher point totals, the guidance counselor will meet with the student and discuss the options available. The student may apply to another career vocational-technical program that has openings which s/he is interested in, or place his/her name on the wait list for the program they were closed out of due to enrollment capacity. If an opening occurs in the student's first choice program, they will be immediately notified and offered the opportunity to switch into their first choice. If the number of students selecting the Major 1 does not exceed that program's capacity, then every student who selected the program major will be automatically enrolled in the program.

### **VIII. Review and Appeals Process**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Newton Public Schools indicating that the applicant was not accepted or was placed on a wait list for a particular major, may request a review of the decision by sending a letter requesting a review to the Superintendent and/or the Assistant Superintendent of Secondary Education and Special Programs within 30 days of the receipt of the rejection/wait list letter. The Superintendent will respond in writing to the letter with the findings of the review within 30 days.