

NEWTON PUBLIC SCHOOLS ADMISSIONS POLICY
FOR CAREER AND TECHNICAL EDUCATION

I. Introductory Statement

High school students registered in the District have the opportunity to participate in the career and technical education (CTE) programs offered by Newton Public Schools. Students entering the ninth and/or tenth grade can enroll in the CTE Exploratory Program which will provide them with the opportunity to explore all Chapter 74-approved and Non-Chapter 74 programs offered by Newton Public Schools.

Students who develop an interest in furthering their education in one of these CTE programs, who have completed the Exploratory Program, and have met the eligibility criteria found in Section VIII in this Admissions Policy may apply to become a Major 1. Massachusetts State regulations (603 CMR 4.00) requires all schools with state funded CTE programs to develop and implement Admissions Policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

II. Admissions

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 CTE program. Because all CTE 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, the Admissions Policy is of even more importance in the event there are more applicants than seats available. Students applying to become a Major will be evaluated using the selection criteria found in Section VIII in this Admissions Policy. The criteria will be reviewed and approved annually by the School Committee. NPS CTE's Admission Policy is on file at the Department of Elementary and Secondary Education.

III. Equal Educational Opportunity

Students who register in the Newton Public Schools have equal and equitable access to the CTE Exploratory Program in the ninth and/or tenth grade and/or an opportunity to apply to become a Major in the 10-12th grades without regard to race, color, sex, religion, national origin, sexual orientation, gender identity and expression, disability, homelessness status, or any other class as protected by law. Consistent with Massachusetts regulations, the District will engage in deliberate, specific strategies to promote equal educational opportunities and attract and retain students in CTE programs.

Students with limited English proficiency are eligible to receive assistance during the entire application and admissions process. A qualified staff member 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 CTE program.

IV. Eligibility

Any ninth and/or tenth grade student registered in the Newton Public Schools is eligible to request an Exploratory program for fall admission or admission during the school year, subject to the availability of openings in the CTE program. Exploratory seats are given to ninth and tenth graders first. Any Exploratory seat(s) available after grade nine and ten have been scheduled are open to grade eleven and twelve students on a first come first served basis. (see Sections VII & VIII).

Students who reside in the City of Newton, or are registered in the Newton Public School system, are eligible to apply for fall admission or admission during the school year to become a CTE Major, 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. Newton does not currently participate in a School Choice program.

STUDENTS WHO ARE HOMESCHOOLED

Students who are home schooled and are residents of Newton may apply for a CTE program if they register in the Newton Public School system, and will also be evaluated using the selection criteria contained in this Admissions Policy.

STUDENTS WHO ARE HOMELESS

Students who are without a home may apply to the CTE programs once registered in the Newton Public School system, and will also be evaluated using the selection criteria contained in this Admissions Policy. Informational flyers are shared with the McKinney Vento Coordinator.

STUDENTS WHO TRANSFER

Students who have transferred from another school system where they were enrolled in a Chapter 74 approved CTE 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 CTE 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 their at previous school. Transfer students applying for the Major will also be evaluated using the selection criteria contained in this Admissions Policy.

Students who transfer to Newton Public Schools but were not previously accepted and participating in a Chapter 74 program will be subject to the same application & admissions process as all other applicants. If a student transfers after the NPS CTE program application deadline, they may only apply for admission to undersubscribed programs.

V. Organizational Structure

Newton Public Schools is committed to providing high quality CTE Programs. Newton Public Schools has two public high schools, Newton North High School and Newton South High School. The Chapter 74 Approved CTE Programs are housed at Newton North High School. Students throughout the district have equal access to the CTE programs.

The Director of Career & Technical Education (CTE) for Newton Public Schools and the Assistant Superintendent of Secondary Education and Special Programs have the responsibility to supervise the administration of the policies and procedures required to admit and enroll applicants consistent with all applicable laws, regulations and guidance and in conformity with the selection criteria contained in this Admissions Policy. This work is done in collegial concert with the principals of the Newton high schools.

Applications for each major will be reviewed by the CTE Teacher, the student's guidance counselor, and the CTE Director. Placement into the program will be based on the scoring rubric and selection criteria requirements contained in this Admissions Policy.

VI. Recruitment Process

The Director of Career & Technical Education for Newton Public Schools is responsible for disseminating information to the students registered in the NPS about Newton's CTE Program opportunities through local school assemblies and student/family information nights. These include the following:

- An interactive presentation is offered for students in the eighth grade at the four middle schools prior to ninth grade registration. Seniors and/or Juniors from each CTE Program visit each of these schools and engage in a dynamic informational video presentation and conversation about their programs.
- An Open House, showcasing the CTE programs, is scheduled in March prior to ninth grade course selection/registration. Prior to the start of Open House night students and parents are invited to attend an interactive exhibition of the CTE Programs where informational brochures are distributed
- Students and parents/guardians interested in learning more about the CTE Programs can access additional information on the Newton North and Newton South High School website by clicking on CTE Programs at www.newton.k12.ma.us.
- The Opportunities Booklet/Program of Study Booklet contains information about the CTE Programs and application process.
- During the Exploratory Program, information on the application process is shared directly with the students .
- An Annual Guidance Counselor Breakfast is held to inform and update Counselors of the process.
- Informational flyers are shared with the METCO and ELL Coordinators.

VII. Application Process

REGISTRATION PROCESS FOR EXPLORATORY PROGRAM (GRADES 9-10)

Students registering for the ninth and/or tenth grade have the opportunity to enroll in a CTE 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 to explore CTE opportunities through the Exploratory Program so they can apply for the program Major in the tenth grade. (Students in eleventh and twelfth grade can also register for a CTE Exploratory Program in order to receive credit towards their Fine, Performing and Technical Arts requirement, and are registered only if there is available space after the ninth and tenth grade students have been placed.)

Students register for the CTE Exploratory Program through the normal course registration process in the Spring. The student and school counselor complete a Course Request form, which the student must have signed by the parent(s) and/or guardian(s).

APPLICATION PROCESS FOR CTE MAJOR PROGRAM (GRADES 10-12)

To apply to be a CTE Major, all students must have completed a CTE Exploratory Program and must follow the admissions criteria as stated in this Admissions Policy (see Section VII). Applications for Major 1 are due in the CTE office by the course registration deadline set each year by the school, typically in March. Students may download an application form from the website at www.newton.k12.ma.us.

Students should return the completed application form to the teacher of the CTE program they are applying to. CTE teachers will give all applications to the CTE Director with their recommendations by the last day of course registration. Assistance completing the application is available for any student/family through the CTE Director.

INCOMPLETE APPLICATIONS

If incomplete applications are received, the applicant's school counselor will be notified. The counselor will meet with the student to complete the application and re-submit. If the application remains incomplete for ten (10) school days, the application will be voided.

LATE APPLICATIONS

Applications received after the deadline 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. If necessary, a waiting list will be established.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) CTE program in another school district who transfer to the Newton Public Schools will be considered for admission into the same CTE program (including admission during the school year), depending on the availability of space. All transfer applicants must attend an informational interview with the CTE Director and potential teacher. 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 CTE program may reapply for admission to CTE Program following the procedures contained in this admissions policy and will be evaluated using the criteria contained in this Admissions Policy.

VIII. Selection Criteria for Career & Vocational Technical Education

SELECTION CRITERIA FOR CTE EXPLORATORY PROGRAM

Newton Public Schools is a comprehensive high school system. Students entering the high school have the opportunity to explore CTE programs. Students entering the ninth and/or tenth grade may select and register for the Exploratory Program which will provide them with the opportunity to experience the CTE program offerings. Students will select the CTE program they are interested in and will register for this program. As part of the student's exploratory training, they will spend suitable time in each CTE program offered during their assigned block, including areas that are nontraditional for their gender; however, the bulk of the training will be in the CTE program they enrolled in. If the program a student requests is filled, they are placed on a waitlist and are asked to select their second choice for the first semester. If an opening in the student's first choice becomes available, they are offered the opportunity to switch and then are registered for their second choice second semester.

SELECTION CRITERIA FOR THE MAJOR PROGRAM

All students entering the tenth and/or eleventh grade, after completing the CTE 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 CTE program in order to fully develop their competency skills and knowledge. Students entering Major 1 (tenth or eleventh grade) must commit to 3 blocks a week for the full year, Major 2 (eleventh or twelfth grade) must commit to 6 blocks a week for the full year, and Major 3 (senior year) must commit to 9 blocks a week for the full year. Additional scheduled instructional time may be required to complete state time on learning regulations.

SELECTION PROCESS DETAILS

During the Exploratory program, the CTE teachers evaluate and grade each student using a Program Scoring Rubric. The students are evaluated and scored on a scale of 0-100 points. If more students apply to a CTE program than there are seats available, this rubric is used to select students for admission.

CATEGORY	25 POINTS	20 POINTS	15 POINTS	10 POINTS	TOTAL
Health and Safety Practices	The student follows the rules of health and safety (per state frameworks) in the technical program with 90-100% accuracy.	The student follows the rules of health and safety (per state frameworks) in the technical program with 80-89% accuracy.	The student follows the rules of health and safety (per state frameworks) in the technical program with 70-79% accuracy.	The student follows the rules of health and safety (per state frameworks) in the technical program with 60-69% accuracy.	
Skills Based Competencies	The student's competency profile report (per state frameworks)	The student's competency profile report (per state frameworks)	The student's competency profile report (per state frameworks)	The student's competency profile report (per state frameworks)	

	demonstrates a 90-100% development of knowledge and skills.	demonstrates an 80-89% development of knowledge and skills.	demonstrates a 70-79% development of knowledge and skills.	demonstrates a 60-69% development of knowledge and skills.	
Teacher Recommendation	The student comes to class prepared/willing to learn, demonstrates an understanding, respect and appreciation for the program's rules and expectations 90-100% of the time.	The student comes to class prepared/willing to learn, demonstrates an understanding, respect and appreciation for the program's rules and expectations 80-89% of the time	The student comes to class prepared/willing to learn, demonstrates an understanding, respect and appreciation for the program's rules and expectations 70-79% of the time.	The student comes to class prepared/willing to learn, demonstrates an understanding, respect and appreciation for the program's rules and expectations 60-69% of the time.	
Student Statement of Interest	The student explains three reasons with detail why they want the program. The student describes with detail three ways the program may help them in their future The statement was detailed and very well formed	The student states less than three reasons why they want the program. The student states less than three ways the program may help them in their future The statement was done but without detail.	The student states one reason why they want the program. The student only stated one way the program may help them in their future or was not sure nor could they explain how the program may help them in their future The statement was not complete	The student did not explain why they want the program. The student did not explain how the program may help them in their future The statement was missing	
				TOTAL POINTS	

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 their first choice, the school 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 they are not placed in their second choice because the program is filled by students with higher point totals, the school counselor will meet with the student and discuss the options available. In the event there are more applicants than seats available and a student is not interested in any other option, a waitlist will be established, and they will be put on that list on a first come first served basis. 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.

IX. 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 waitlist for a particular major, may request a review of the decision by sending a letter requesting a review to the Assistant Superintendent of Secondary Education and Special Programs within 30 days of the receipt of the rejection/waitlist letter. The Assistant Superintendent will respond in writing to the letter with the findings of the review within 30 days.

X. Maintenance of Records

NPS CTE maintains records of all students who apply, enroll or are waitlisted as well as their scores on admission criteria (if used) to facilitate analysis of its admissions system and compliance with applicable laws and regulations. NPS CTE will provide this information to the Department of Elementary & Secondary Education upon request.

LEGAL REFERENCES

Perkins Sections 122, 133 & 134; M.G.L. c.76, Section 5 ; M.G.L. c. 74; Vocational Technical Education Regulations 603 CMR 4.03(4), (6), (7).

CROSS REFERENCE

JB – [Equal Educational Opportunities](#)

JFABD – [Homeless Students: Enrollment Rights & Services](#)

JFABE – [Educational Opportunities for Military Children](#)

JFABF – [Educational Opportunities for Children in Foster Care](#)

Revised: 12.01.21