

Weymouth High School
CAREER AND TECHNICAL EDUCATION
ADMISSION POLICY

Approved on September 15, 2016

1. INTRODUCTION

An admission process is necessary for career/vocational programs in which there are more applicants than openings. All applicants to the vocational technical education programs for grades nine through twelve at Weymouth High School will be evaluated using the criteria contained in this Admission Policy. The Weymouth School Committee approved this policy September 15, 2016.

2. EQUAL EDUCATIONAL OPPORTUNITY

Weymouth High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, gender, national origin, age, marital status, veteran status, sexual orientation, gender identity, disability or homelessness status.

For students with limited English proficiency, a qualified staff member from Weymouth High School will assist the applicant in completing the necessary forms and assist by interpreting during the entire application process and admission process upon request of the applicant. Applications, brochures, school messenger, and CTE mailed items will be made available in a specific language upon request.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations. The school will provide for reasonable accommodations to assist the applicant during the entire application and admission process upon the request of the applicant.

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 admission process, will not affect the applicant's admission to the career/vocational technical education program.

The Weymouth School Committee recognizes and respects the right of parents or guardians to educate their child(ren) at home. The School Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that the process by which school officials approve and review home education programs is both lawful and equitable. All home schooled applicants will be evaluated according to this Admission Policy. See section III, Eligibility, for additional information.

For homeless students, the district's homeless liaison will work with homeless students and their families to assist in the application process.

3. ELIGIBILITY

Any ninth, tenth or eleventh grade student who is a resident of Weymouth is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the career/vocational technical education programs at Weymouth High School.

Residents of Weymouth

Resident students will be evaluated using the selection criteria contained in this Admission Policy. Priority for admission is given to Weymouth residents.

Non-Residents

Priority for admission is given to Weymouth High School district residents.

Students who are not residents of Weymouth are eligible to apply for fall admission subject to the availability of openings to the career/vocational technical education programs at Weymouth High School provided they expect to be promoted to the grade they seek to enter by their current school. Nonresident students will be evaluated using the criteria contained in Section 7 of the Admission Policy and according to M.G.L. c. 74 s.8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 located at www.doe.mass.edu/cte/admissions/nonres_guidelines).

**Lastly, final approval of non-resident applicants is based on a complete review of all student records including any and all information obtained by the sending school district via the sending school district’s Memorandum of Understanding with local law enforcement no later than the start of the new school year.*

Transfer Students

Transfer students from other Chapter 74 state approved programs are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at Weymouth High School subject to the availability of openings to the career/vocational technical education programs at Weymouth High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the selection criteria contained in the Admission Policy.

Students who are formally being homeschooled may apply for admission to Weymouth High School, provided all admission policy criteria are followed. The homeschooled student’s parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school superintendent. Home schooled students will be accepted to The Weymouth High School according to the selection criteria contained in this admission policy. Please refer to Section 6: Application Process.

Homeless students will be evaluated using the selection criteria contained in the admission policy and as required by law. Homeless students will be provided district services for which they are eligible including vocational and technical education programs.

4. ORGANIZATIONAL STRUCTURE

Weymouth High School is a comprehensive public school accredited by the New England Association of Schools and Colleges and is committed to providing quality career/vocational technical education programs.

It is the responsibility of the Weymouth High School Career and Technical Education Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the Admission Policy.

The Career and Technical Education Director is responsible for the:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates.

The Career/ Vocational Technical Education Director is responsible for the dissemination of information about Weymouth High School's career and technical education programs through local school assemblies, district website and press releases, and for collecting applications from students.

Weymouth High School does not participate in the School Choice Program. The school committee votes regarding school choice participation.

5. RECRUITMENT PROCESS

The Weymouth High School Career/Vocational Technical Education Director disseminates information about the programs through a variety of methods.

- A. Visitations with an informational slide presentation to 7th grade classes in local schools from October to February are scheduled.
- B. Tours of the high school CTE programs by 8th grade classes in local schools in February/March.
- C. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- D. Informational meeting with middle school counselors, administration and other pivotal personnel
- E. Brochures, which describe vocational technical programs including academic courses, cooperative education, and special education resources, are distributed during the 8th grade visitations and are available on the school's website www.weymouthschools.org and available by request in multiple language form.

6. APPLICATION PROCESS

APPLICATION PROCESS FOR PROGRAM PLACEMENT- FOR FALL ADMISSION INTO THE EXPLORATORY PROGRAM

Students interested in applying for fall admission into the Exploratory Program must:

- a. Obtain an application from the Chapman Guidance Office or the Weymouth High School Career and Technical Education Office. Return the completed application form to the Weymouth High School Career and Technical Education Office by April 1st.
- b. The local school guidance counselor will submit grades from the current year report card for English, math, science and social studies; discipline record; and attendance and tardy record for terms 1,2,3.
- c. Recommendation form to be completed by guidance department from sending school.

2. If incomplete applications are received, the following procedures will be followed:
 - a. The applicant's parent(s)/ guardian(s) will be notified by mail by the Weymouth High School Career and Technical Director.
 - b. If after notifying the parent(s)/ guardian(s), the application remains incomplete for ten school days, the application will be voided.

APPLICATION PROCESS FOR PROGRAM PLACEMENT- FOR FALL ADMISSION INTO THE TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS.

3. Students interested in applying for admission to the tenth, eleventh or twelfth grade career and technical education programs for fall admission must:
 - a. Obtain an application from the Weymouth High School Career and Technical Education Office. *The application will be considered for only those programs with current openings.*
 - b. Return the completed application form to the Weymouth High School Career and Technical Education Office by April 1st.
 - c. The local school counselor will submit grades from the previous year report card for English, math, science and social studies; discipline record; and attendance and tardy record.
 - d. Recommendation form to be completed by guidance department from local school.
4. If incomplete applications are received, the following procedures will be followed:
 - a. The applicant's parent(s)/ guardian(s) will be notified by mail by the Weymouth High School Career and Technical Director.
 - b. If after notifying the parent(s)/ guardian(s), the application remains incomplete for ten school days, the application will be voided.

APPLICATION PROCESS FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS FOR THE CURRENT SCHOOL YEAR

1. Students interested in applying for admission to the career/vocational technical education program at Weymouth High School for admission during the current school year must:
 - a. Obtain an application from the Weymouth High School Career and Technical Office. One application is all that is needed. It will cover admission to all the technical education programs in the event that a student is interested in more than one program for students entering Exploratory. All other students will be considered for programs with openings only.
 - b. Return the completed application form to the Weymouth High School Career and Technical Office by the deadline set by the Weymouth High School Career and Technical Director.
 - c. The local school guidance counselor will submit from the current year report card for English, math, science and social studies grades; discipline record; and attendance and tardy record for at least the last 2 school terms (from current or previous year, whichever applies).
 - d. Recommendation form completed by representative from sending school.

2. If incomplete applications are received, the following procedures will be followed:
 - a. The applicant's parent(s)/guardian(s) will be notified by mail by the Weymouth High School Career and Technical Education Director.
 - b. If after notifying the parent(s)/ guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after April 1st may not be accepted. If accepted, they will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on the established waiting list. The wait list is valid for the current school year.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) technical education program in another school (transfer student) will be considered for admission (including admission during the school year) on a space available basis, if they relocate from their current school and wish to pursue the same program of study at Weymouth High School. Their application will be evaluated according to the selection criteria contained in this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Weymouth High School's Career and Technical Program may reapply for admission to Weymouth High School's Career and Technical Program following the procedures contained in the admission policy and will be evaluated using the selection criteria contained in the Admission Policy.

HOME SCHOOL

Students who are formally being home schooled may apply for admission to Weymouth High School including admission during the school year, provided all Admission Policy criteria as followed. The Home School student's parent(s)/ Guardian(s) must submit a copy of the Home School approval letter from the local school superintendent and if grades are not available, a representative sample or portfolio of the student's body of work in English language arts or its equivalent, math, science and social studies. Home schooled students will be ranked in their portfolio/ grades (50%), and recommendation (50%).

7. SELECTION CRITERIA FOR STUDENTS ENTERING EXPLORATORY

The Career and Technical Education Director at Weymouth High School will examine, discuss and make recommendations for action on the applications. **Non-residents applicants, please refer to Section 3.*

Students are admitted into the Weymouth Vocational Technical Education Exploratory program based on the point total received on the application, comprised of: **Grades, Attendance/Tardies, School Discipline and Guidance Counselor Recommendation.**

Students initially enter the Career/ Vocational Technical Program through the Career Technical Exploratory where they will examine their interests and abilities. They will explore all career/ vocational technical programs from September thru June by rotating through each program according to an established calendar.

This full year exploratory program is designed to help students learn about their talents and interests relative to a variety of career/ vocational technical programs. Students will explore all 10 career majors for 10-13 days at a time. During the first 10-13 day cycle, students will set up a portfolio in the MassCIS system and take a career assessment evaluation to highlight each individual student's talents and interest. A career plan will begin during this time period.

Students will be rank-ordered on a 100 point scale in the following manner:

- **Grades (30 Points) – Grades (30 Points) - 0 TO 7 POINTS FOR EACH ACADEMIC SUBJECT + 2 points if passing all four academic subjects.**

Grade Averages	Points
95-100	7
90-94	6
85-89	5
80-84	4
75-79	3
70-74	2
60-69	1
<60	

- **Attendance/ Tardy (20 point)**

Number of Unexcused Absences	Points
0-3	10
4-10	8
11-20	6
21-30	4
31-40	2
41 plus	0
Number of Unexcused Tardies	Points
0-3	10
4-10	8
11-20	6
21-30	4
31-40	2
41 plus	0

- **School Discipline/ Conduct (30 points)**

Discipline/ Conduct Rating	Points
Excellent (0 detentions/ 0 suspensions)	30
Above average (1 or 2 Detentions/ 0 suspensions)	25
Average (3 or 4 detentions/0 suspensions)	20
Below Average (more than 4 detentions/ Not more than 1 in-school suspension)	15
Poor (more than 4 detentions/ 2+ in-school suspensions)	10
Inadequate (1 out-of-school suspension)	5
Unacceptable (2 or more out-of-school suspensions)	0

- **Guidance Counselor Recommendation (20 points)**

Excellent	20
Average	15
Below Average	10
Poor	5

Maximum score is 100%. All applications will be totaled and students will be accepted according to their admission total score.

Students are evaluated and graded by each shop teacher during a period of exploration by an established grading rubric in ten areas. Each area has a maximum point value of 10 for a total of 100 points per program.

Students are admitted into the shop of their choice based on the **average** point total they received in all shops combined during the exploratory period. The maximum score a student could achieve is 100 points. For example, a student with a point total of 98 would be placed into the career/vocational technical education program before a student with a point total of 89. If a shop fills, based on point total, before a student gets his/her first choice, the Vocational Director then moves to the student's second or third choice depending upon whether there is an opening in the shop. Again, the student is admitted *based upon overall point total*. If a students' point total in all shops combined is so low that they were not placed in their second or third choice shop because the shops were filled by students with higher point totals, the guidance counselor, along with the vocational director, will meet with the student and present a list of the shops with openings that the student explored and ask the student to choose one of them. Again, student selecting shops from among the shops with openings, which the student explored, will be admitted based on their point totals. The process continues until all students are placed. Exploratory students will be notified of

placements/ status **before the end of the school year for the next school year.** Students on the waiting list will be notified as openings occur and remain on the wait list for one term into the 2nd school year.

8. SELECTION CRITERIA FOR STUDENTS ENTERING FINAL SHOP PLACEMENT

The Career and Technical Education Director at Weymouth High School will examine, discuss and make recommendations for action on the applications. The Director may be assisted by the Guidance Director, Special Educator Lead Teacher, and Academic departments in reviewing the applications for permanent placement.

Students are admitted into the Weymouth Vocational Technical Education Program based on a raw score comprised of: **Grades, Attendance/Tardies, School Discipline and Exploratory Program Performance** following the point system below.

Students will be rank-ordered on a 100 point scale in the following manner:

- **Grades (30 Points) - 0 TO 7 POINTS FOR EACH ACADEMIC SUBJECT**
+ 2 points if passing all four academic subjects.

Grade Averages	Points
95-100	7
90-94	6
85-89	5
80-84	4
75-79	3
70-74	2
60-69	1
<60	

- **Attendance/ Tardy (20 point)**

Number of Unexcused Absences	Points
0-3	10
4-10	8
11-20	6
21-30	4
31-40	2
41 plus	0
Number of Unexcused Tardies	Points
0-3	10
4-10	8
11-20	6
21-30	4
31-40	2
41 plus	0

- **School Discipline/ Conduct (30 points)**

Discipline/ Conduct Rating	Points
Excellent (0 detentions/ 0 suspensions)	30
Above average (1 or 2 Detentions/ 0 suspensions)	25
Average (3 or 4 detentions/0 suspensions)	20
Below Average (more than 4 detentions/ Not more than 1 in-school suspension)	15
Poor (more than 4 detentions/ 2+ in-school suspensions)	10
Inadequate (1 out-of-school suspension)	5
Unacceptable (2 or more out-of-school suspensions)	0

- **Exploratory Program Performance (20 points)**

Grade Averages	Points
90-100	5
80-89	4
70-79	3
60-69	2
0-59	0

Maximum score is 100%. All applications will be totaled and students will be accepted according to their admission total score.

Students who enroll in Weymouth High School after grade nine may explore career/ vocational technical programs that have openings, before making a program selection.

Upper class students will be placed into the selected program according to the admission score, provided space is available in the program. A wait list will be maintained by the Vocational Director for programs that are oversubscribed. The wait list is valid for the current school year.

Students who wish to transfer from one shop to another may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

9. REVIEW AND APPEALS PROCESS

The applicant's parent(s)/ guardian(s), upon receipt of a letter from Weymouth High School indicating that the applicant was not accepted or was placed on a wait list for a particular program (shop) (major), may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty 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 thirty days.