

# PLYMOUTH PUBLIC SCHOOLS COLLEGE, CAREER & TECHNICAL EDUCATION



## **ADMISSIONS POLICY/GUIDELINES FOR STUDENT ACCEPTANCE INTO THE COLLEGE, CAREER & TECHNICAL EDUCATION PROGRAM**

### **I. INTRODUCTION**

An admission process is necessary in vocational technical programs where space is a limiting factor. College, Career & Technical Education programs are designed and equipped to serve a maximum number of students safely. Consequently, shop spaces must be able to accommodate all accepted students, staff and equipment safely within the space. Therefore, a selection process has been developed. All applicants to grades 9-12 will be evaluated using the selection criteria contained in this Admissions Policy.

This policy includes the application process for admission into the grade 9 chapter 74 exploratory program at Plymouth South High School as well as the CTE programs at Plymouth North High School.

All students who are residents of Plymouth have the right to apply for admission to either Plymouth South High School or Plymouth North High School regardless of which high school they are zoned to attend. Sections VI, VII, VIII, and IX pertain specifically to application and admission to the grade 9 chapter 74 exploratory program.

The policy also includes that process for program placement following participation in the chapter 74 exploratory program at Plymouth South High School as well as the CTE programs at Plymouth North High School. Section X pertains specifically to the program placement for those students who participate in the 74 exploratory program at Plymouth South High School..

### **II. EQUAL EDUCATIONAL OPPORTUNITY**

The Plymouth Public Schools admits students and makes available to them it's advantages, privileges, and course of study without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, homelessness, genetic information, ancestry, status as a veteran or U.S. military service member, disability, or age in admission to, treatment in, or employment in its services, programs, and activities.

If there is a student with limited English proficiency, a qualified representative from the Plymouth Public Schools will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

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

Information on limited English proficiency and disability is submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the application and admission process, will not affect his or her admission to the College, Career & Technical Education Exploratory Program at Plymouth South High School or the College, Career & Technical Education Programs at Plymouth North High School.

### **III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who expects to be promoted to the grade they seek to enter by their current school and who **resides** in Plymouth is eligible to apply for fall admission or admission during the school year subject to the availability of openings in the College, Career & Technical Education Exploratory Program at Plymouth South High School as well as the College, Career & Technical Education Programs at Plymouth North High School. (please note Plymouth School Committee Policy 6.19 on Residency). Resident students will be evaluated using the criteria contained in this admission policy. Plymouth does not participate in the School Choice Program.

#### **A. Home School**

Students who are formally being home-schooled may apply for admission to College Career & Technical Education, provided all admission policy criteria are followed. The home-schooled student's parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school superintendent as referenced in PSC Policy 7.1. Home schooled students will be accepted to the vocational program according to the selection criteria contained in this admission policy. Please refer to Section VI. **Application Process** for additional information regarding selection criteria.

#### **B. Homeless**

Students who are homeless may be accepted to College, Career & Technical Education according to the selection criteria contained in this admission policy.

#### **C. Transfer Students**

Students who transfer from another Chapter 74 State approved College, Career & Technical Education program and are now permanent residents of Plymouth are eligible to apply for fall admission or admission during the school year to grades 9-12 provided they expect to be promoted to the grade they seek to enter by their current school. Transfer student's applications will be evaluated using the criteria contained in this Admission Policy.

#### **IV. ORGANIZATIONAL STRUCTURE**

The district contains two middle schools, Plymouth Community Intermediate School and Plymouth South Middle School and two high schools, Plymouth North High School and Plymouth South High School. All students from these schools are eligible to apply for enrollment in the College, Career & Technical Education programs. Students who live in Plymouth and attend private or charter schools are also eligible to apply for admission.

*Note: Plymouth does not participate in the School Choice Program.*

The College, Career & Technical Education Department is located within Plymouth South High School, which is a comprehensive academic/vocational-technical high school in Plymouth. Plymouth North and Plymouth South High Schools both operate Chapter 74 approved Vocational Technical Education Programs, however, the Chapter 74 Exploratory Program is operated solely at Plymouth South High School.

Plymouth South High School serves all students grades 9-12 who live in the southern part of Plymouth, as well as all vocational technical students, regardless of where in Plymouth they live. Plymouth South High School and Plymouth North High School are accredited by the New England Association of Schools and Colleges.

The Director of College, Career & Technical Education is responsible for the management of the program, as well as the administration of the policies and procedures set forth in this admissions policy. He/she reports directly to the Superintendent of Schools. He/she is responsible for disseminating information about College, Career & Technical Education through local school assemblies and press releases, and for collecting applications from the local schools.

Plymouth College, Career & Technical Education has an admissions committee appointed by the College, Career & Technical Education Director, which includes him or herself, the Vocational Technical Supervisor, the Freshman Counselors, and the Freshman Housemaster or Assistant Principal. Responsibilities of the admissions committee include:

- Determination of standards for admission
- Development and implementation of admission procedures
- Processing of applications
- Rank ordering of students
- Acceptance of students according to the procedures and criteria in the admission policy
- The establishment and maintenance of a waiting list of qualified candidates

#### **V. RECRUITMENT PROCESS**

The district will provide published information on the Chapter 74 College, Career & Technical Education programs available within Plymouth Public Schools. The Director of College Career & Technical Education is responsible for disseminating information, and

student recruitment for the vocational technical education programs. A variety of methods are employed.

- Program of Education booklets describing the offerings in CCTE are distributed to all eighth grade students along with a winter presentation to all grade 7 and 8 students in Plymouth.
- A tradeshow-type event (Tech Expo) is held each year, spotlighting student work and demonstrations from all vocational-technical areas.
- Parents and students are invited to tour the Tech Education facilities during the annual fall Open House and the annual Freshman Orientation Program in August.
- Parents of prospective students may also schedule an individual visit at a mutually convenient time.
- Video
- School visits
- Other as deemed appropriate

## **VI APPLICATION PROCESS**

### **A. Fall Admission – All Grades**

Plymouth residents interested in applying to the College Career & Technical Education Program for fall admission to the ninth, tenth, eleventh or twelfth grade must complete the Admissions Application.

For application to Grade 9 Exploratory the average of grades earned in English language arts or its equivalent, math, science and social studies from quarters 3 and 4 of the students 7th grade year and quarters 1 and 2 of the students 8th grade year are required.

For applications to Grades 10, 11 & 12 the average of grades earned in English language arts or its equivalent, math, science and social studies from the students the previous 4 quarters to the date of the application.

For application to Grade 9 Exploratory, the number of unexcused absences from first and second quarter of the students eighth grade year will be considered for admission.

For application to Grades 10, 11 & 12 the number of unexcused absences from the previous two full quarters that the student has completed will be considered for admissions.

For application to Grade 9 Exploratory, only out of school suspensions for the students 1st and 2nd quarter of grade 8 will be considered for admission.

For applications to Grades 10, 11 & 12 the disciplinary record from the previous school from the students previous two full quarters that the student has completed will be considered for admissions.

All application packages contain a recommendation from the students current Guidance

Counselor which is based on a rubric (attached).

If accepted, students will complete a high school course selection sheet indicating their choice of vocational technical course of study as part of their school's regular scheduling process in the spring. This sheet must be signed by the student, current counselor, and a parent or guardian.

It is the responsibility of the student to ensure the signed course selection sheet is returned to his/her current Guidance Counselor so that It and the Student Rating Sheet may be forwarded to the College, Career & Technical Education Director.

### **B. Current School Year Admissions - *All Grades***

Students interested in applying to the College, Career & Technical Education Program for admission during the current school year must obtain an Admissions Application from their guidance counselor or from the College, Career & Technical Education Office and return the completed application form (signed by a parent or guardian) to their current guidance counselor. It is the responsibility of the student to ensure the signed application is returned to his/her current guidance counselor so that it and the Student Rating Sheet can be forwarded to the College, Career & Technical Education Office in a timely manner.

It is the responsibility of the student's guidance counselor to complete the Student Rating Sheet and forward it and the completed application package to the College, Career & Technical Education Office. The application package must include the completed application form (including required signatures), a copy of the student's transcript showing grades earned in English language arts, or its equivalent, social studies, math and science from previous school year(s), and either the most recent report card or a form indicating grades-to-date of application, and the Student Rating Sheet. The Student Rating Sheet must include the disciplinary record from the previous school year(s) and from the current year to the date of the application, and/or the recommendation of the current Guidance Counselor.

If an incomplete application is received, the College Career & Technical Education Office will inform the guidance counselor responsible for submitting the application which items are missing. The applicant's parent(s)/guardian(s) will be notified in the event that the problem is not resolved by the local school guidance counselor. If the application package remains incomplete for ten school days thereafter, the application will be voided.

### **C. Home School**

Students who are formally being home schooled may apply for admission to Plymouth Public Schools including admission during the school year, provided all Admissions Policy criteria are 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 on their portfolio/grades (50%) and recommendation (50%).

**D. Late Applications**

Applications received after the deadline (as noted on the application) will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

**E. Transfer Students**

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Plymouth Public Schools. Their applications will be evaluated according to the provisions of this Admissions Policy.

**F. Withdrawn Students**

Students who withdraw from Plymouth’s College, Career & Technical Education Program and who are attending or not attending another high school may reapply to College, Career & Technical Education following the procedures contained in this admission policy and will be evaluated using the criteria contained in this admissions policy.

**VII. SELECTION CRITERIA**

The following numerical ranking system will be utilized to select students and to develop a waiting list, if necessary. Each category carries equal weight. After points are given in each area, the points are totaled for each applicant. A maximum total of 20 points can be earned.

**A. Scholastic Achievement (5 points maximum)**

For application to Grade 9 College, Career & Technical Education Programs the average of grades earned in English language arts or its equivalent, math, science and social studies from 3rd and 4th quarter of the students Grade 7 year and the first semester of Grade 8.

For applications to Grades 10, 11 & 12 the average of grades earned in English language arts or its equivalent, math, science and social studies from the two full quarters that immediately preceded the students application.

<i><u>Grade Average</u></i>	<i><u>Points</u></i>
A+	5.0
A	4.7
A-	4.3
B+	4.0
B	3.7
B-	3.3
C+	3.0

C	2.7
C-	2.3
D+	2.0
D	1.7
D-	1.3

**B. Attendance (5 points maximum)**

For application to Grade 9 College, Career & Technical Education Programs, the number of unexcused absences from the first semester of Grade 8.

For application to Grades 10, 11 & 12 the number of unexcused absences from the first semester of the previous school year and from the current school year to the date of the application.

<u>Unexcused Absences</u>	<u>Points</u>
0-5	5
6	4
7	3
8	2
9+	0

**C. School Discipline/Conduct Rating (5 points Maximum)**

For application to Grade 9 College, Career & Technical Education Programs, only the first and second quarter of grade 8.

For applications to Grades 10, 11 & 12 the disciplinary record from the previous two quarters from the students prior school.

*\* Only out of school suspensions will be considered\**

<u>Out of School Suspensions Number of Days out</u>	<u>Points</u>
0	5
1	4
2	3
3	2
4+	0

**D. Administrator, Counselor, and Team Teachers Recommendation (5 points Maximum)**

For all applicants a recommendation from the student’s current Guidance Counselor, Housemaster and Team Teachers. This is determined by a scoring of the student using a rubric that focuses on effort and responsibility.

<i><u>Recommendation</u></i>	<i><u>Points</u></i>
Outstanding	5
Above Average	4
Average	3
Below Average	2
Not Recommended	0

**VIII. SELECTION PROCESS**

The College, Career & Technical Education Admissions Committee considers scholastic achievement, attendance, school behavior, and recommendation from the student’s current Guidance Counselor. Applications are reviewed, processed and assigned points by grade level. After a point total for each resident applicant has been determined, all resident applicants are ranked ordered by their “point total”. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting resident applicants from the waiting list.

These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after the application deadline (noted on the application) will be evaluated using the above criteria and their composite scores will be rank ordered at the end of the established waiting list.

**IX. ENROLLMENT**

In order to enroll in the Plymouth Public Schools College, Career & Technical Education Program for the fall, applicants must have been promoted to the grade they wish to enter by their current school. In addition, they must have passing grades in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment in College, Career & Technical Education.

**X. COLLEGE, CAREER & TECHNICAL EDUCATION PROGRAM**



## **PLACEMENT**

All ninth graders who enroll in the College, Career & Technical Education Program at Plymouth South High School participate in the Exploratory Program designed to help them learn about their talents and interests relative to a variety of CCTE programs. Students initially explore each CCTE shop for approximately 6 days for each shop rotation. Students are evaluated and graded by each shop teacher during Exploratory using a comprehensive grading rubric. At the end of the third marking term, each student selects his/her program of choice, as well as a second and third choice to continue their Exploratory until the last day of the school year. If the number of students seeking a placement into a particular shop exceeds the number of openings, the grades received by all students considering that shop will be ranked ordered to determine who is placed in that shop. If a shop fills and a student does not get his/her first choice, the guidance counselor and student will meet to assign the student to his/her second or third choice, pending space availability.

Students that apply for, and are accepted to one of the College, Career & Technical Education programs at Plymouth North High School will begin in that program on the first day of school their freshman year. There is no formal Exploratory Program at Plymouth North High School.

Students who enroll in the College Career & Technical Education Program after grade nine do not participate in a formal exploratory program but they may “shadow” one or more shops for a day, if they so desire, before making a program selection. If the number of enrollees seeking a particular shop exceeds the number of openings, the selection criteria used for admission to the program as described above will be used to rank order the students.

Students who wish to transfer from one shop to another during the school year 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.

*Please note that South District students cannot attend the Chapter 74 State approved College, Career & Technical Education Marketing program at Plymouth North High School as a Chapter 74 State approved College Career & Technical Education Marketing program exists at Plymouth South High School.*

## **XI. REVIEW**

The applicant’s parent/guardian, upon receipt of a letter from the College, Career & Technical Education Director indicating that the applicant was not accepted for admission into the College, Career & Technical Education Program and/or placed on a waiting list, may request a review of the decision by sending a letter requesting such a review to the applicants’ current Building Principal within ten days of the receipt of the school’s letter. The Building Principal will conduct a review of the applicant’s records. He/she may also request a parent/student conference. The Building Principal will respond in writing with the results of the review within ten days of the initial request for review.

If after the review, the parent/guardian wishes to appeal the findings of the review, they may do so by sending a letter requesting such an appeal to the Superintendent of Schools. The Superintendent will respond in writing within ten days of the receipt of the letter to the parent/guardian with a scheduled date for an appeal hearing. The Superintendent will respond in writing with his/her decision on the appeal within ten days of the appeal hearing.

The Plymouth Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, homelessness, genetic information, ancestry, status as a veteran or U.S. uniformed military service member, disability, or age in admission to, treatment in, or employment in its services, programs, and activities.



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