

Somerville Public Schools

Education • Inspiration • Excellence

The Center for Career and Technical Education at
SOMERVILLE HIGH SCHOOL

ADMISSION POLICY

Approved on: March 2012

(This Policy is available in multiple languages upon request)

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Este documento está disponible en múltiples forma del idioma sobre la petición

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“ The Center for Career and Technical Education at Somerville High School does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language or prior academic achievement.”

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 Somerville High School will be evaluated using the criteria contained in this Admission Policy. The Somerville School Committee approved this policy on : March 2012

The Somerville Public Schools is a member district of the Shore Educational Collaborative’s Shore Occupational Learning and Vocational Educational Division (SOLVED). SOLVED provides access to exploratory experiences for students in member districts so that students may explore the particular program in which they have an expressed interest along with additional areas. Somerville Public School provides exploratory experiences to SOLVED member school district students provided that they are enrolled in a SOLVED member school district for this purpose. Likewise, SOLVED member school districts provide these experiences for Somerville Public School students enrolled in the Somerville Public Schools, Center for Career & Technical education for this purpose. After the exploratory program, SOLVED member school district students are eligible to apply for admission to schools of member districts in those instances where the student’s home school district does not offer the particular vocational-technical program that is of interest to the student. Students must meet the admission criteria for the school and then the program placement criteria of the member district where the program the student is seeking to enter is located. SOLVED member school district students will be evaluated and ranked using the criteria set forth in the Admissions Policy. Ninth grade students from collaborative districts may elect to explore specific vocational areas that are not offered within their District

and participate in the freshman vocational selection process at the Somerville High School. Such students will be evaluated in the exploratory according to the established grading rubric. If SOLVED member school district students are selected for a vocational placement, slots will be held for those students and they will be given the opportunity to transfer to the collaborative school district for enrollment as tenth graders. All collaborative students will have to meet the basic requirements of promotion to the grade they seek and passing grades in English language arts or the equivalent and mathematics. Collaborative students may be denied admission if their discipline records contain infractions involving weapons, drugs, assault on school staff or school threats. Sending school district will be responsible for transportation for exploratory and freshmen students. SOLVED member school district students are not eligible for first time admission as eleventh or twelfth grade students unless they are transferring from another vocational-technical program, and then they must follow the transfer procedures set forth below.

2. EQUAL EDUCATIONAL OPPORTUNITY

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

For students with limited English proficiency, a qualified staff member from Somerville 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, connect-ed, alert-now messages and Career and Technical Education mailed items will be made available in multiple languages 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 Somerville 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, eleventh or twelfth grade student who is a resident of Somerville 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 Somerville High School.

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

After the exploratory program, SOLVED member school district students are eligible to apply for admission to schools of member districts in those instances where the student's home school district does not offer the particular vocational-technical program that is of interest to the student. Students must meet the admission criteria for the school and then the program placement criteria of the member district where the program the student is seeking to enter is located. SOLVED member school district students will be evaluated and ranked using the criteria set forth in the Admissions Policy.

Students who are not residents of Somerville are eligible to apply for fall admission subject to the availability of openings to the career/vocational technical education programs at Somerville 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 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). *Priority for admission is given to Somerville High School residents.*

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 Somerville High School subject to the availability of openings to the career/vocational technical education programs at Somerville 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 Somerville 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 Somerville 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

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

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

Somerville High School has an Admission Committee appointed by the Director of Career & Technical Education. The committee consists of a member of the Administration, Guidance, Special Needs, Career and Technical Education and Academic departments. Responsibilities of the Admissions Committee include:

- 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 dissemination information about Somerville High School's career/ vocational technical education programs through local school assemblies, district website and press releases, and for collecting applications from students.

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

5. RECRUITMENT PROCESS

The Somerville 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 8th grade classes in local schools from October to February are scheduled.
- B. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- C. Informational meeting with middle school counselors, administration and other pivotal personnel
- D. 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.somerville@k12.ma.us and available by request in multiple language form.

6. APPLICATION PROCESS

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

- 1. Students interested in applying for admission to the ninth, tenth, eleventh or twelfth grade vocational technical education programs for fall admission must:
 - a. Obtain an application from the Somerville High School Guidance Department or the Career and Technical Education Department or any of the six k-8, Somerville Middle School Guidance Departments or online @ www.somervilleschools@k12.ma.us/cte. One application is all that is needed. It will cover admission to all the career/vocational technical education programs in the event that a student is interested in more than one program.
 - b. Return the completed application form to the Somerville High School Career and Technical Education Director by March 15th.
 - c. For the application to grade 9 (fall admission) the average of **grade 7 and terms 1&2 grade 8 marks** in; English, social studies, mathematics and science from the local school report card are used. For applications to grades 10, 11 and 12 (fall admission) the average of the previous school year and terms 1&2 of the current school year marks in; English, social studies, mathematics and science from the local school report card are used. **For applications to grades 10, 11 and 12 (fall admission) the average of the previous school year and terms 1&2 of the current school year, unexcused absences & tardies from the**

local school report card are used. For applications to grades 10, 11 and 12 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year discipline from the local school reports are used.

- d. The recommendation form must be completed by a representative from the 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 Somerville 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 Somerville High School for admission during the current school year must:
 - a. Obtain an application from the Somerville High School Career and Technical Director. One application is all that is needed. It will cover admission to all the vocational technical education programs in the event that a student is interested in more than one program.
 - b. Return the completed application form to the Somerville High School Career and Technical Director by March 15th.
 - c. For applications to grade 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application marks in; English, social studies, mathematics and science from the local school report card are used. For applications to grades, 9, 10, 11 and 12 (admissions during the school year) the current school year to date of the application, unexcused absences & tardies from the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to date of the application school discipline from the local school reports are used.
 - d. For applications to grade 9, 10, 11 and 12 (admission *during* the school year) the current school year to the date of the application marks in; English, social studies, mathematics and science from

the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission *during* the school year) the current school year to date of the application, unexcused absences & tardies from the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission *during* the school year) the current school year to date of the application school discipline from the local school reports are used.

- e. Recommendation form completed by representative from the 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 Somerville 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 March 15th 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) vocational 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 Somerville High School. Their application will be evaluated according to the selection criteria contained in this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Somerville High School's Career and Technical Program may reapply for admission to Somerville 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 Somerville 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

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

- **Grades (20 points) –
(Math, English, Science & Social Studies)**

For the application to grade 9 (fall admission) the average of grade 7 and terms 1&2 grade 8 marks in; English, social studies, mathematics and science from the local school report card are used. For applications to grades 10, 11 and 12 (fall admission) the average of the previous school year and terms 1&2 of the current school year marks in; English, social studies, mathematics and science from the local school report card are used. For applications to grade 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application marks in; English, social studies, mathematics and science from the local school report card are used.

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

- **Attendance/ Tardy (30 point)**

For applications to grade 9 (fall admissions) the sum of grade 7 and terms 1&2 grade 8 unexcused absences & tardies from the local school report card are used. For applications to grade 10, 11, and 12 (fall admission) the sum of the previous school year and terms 1&2 of the current school year unexcused absences & tardies from the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to date of the application, unexcused absences & tardies from the local school report card are used.

# Of Unexcused Absences	Points
0-3	15
4-10	12
11-20	9
21-30	6
31-40	3
41 plus	0

# of Unexcused Tardies	Points
0-3	15
4-10	12
11-20	9
21-30	6
31-40	3
41 plus	0

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

For applications to grade 9 (fall admissions) the sum of grade 7 and terms 1&2 grade 8 school discipline from the local school reports are used. For applications to grade 10, 11, and 12 (fall admission) the sum of the previous school year and terms 1&2 school year school discipline from the local school reports are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to date of the application school discipline from the local school reports are used.

Discipline/ Conduct Rating	Points
Excellent (0 detentions/ 0 suspensions)	30
Above average (not more than 2 Detention/ 0 suspensions)	20
Average (not more than 4 detentions/ 0 suspensions)	10
Below Average (more than 4 detentions/	

Not more than 1 suspension)	5
Poor (more than 4 detentions/ 2+ 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.

The Admission Committee at Somerville High School will examine, discuss and make recommendations for action on the applications.

Students are admitted into the Somerville 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 13 career majors for 10 days at a time. During the first 10 day cycle, students will set up a career cruising account and take a career assessment evaluation to highlight each individual student's talents and interest. A career plan will begin during this time period. Additionally, each student will write a reflection based upon their experience following each cycle. The student will review these reflections with a Guidance Counselor or the Vocational Director. Students will then participate in an activity which will assist them in selecting their top 3 career/ vocational technical program (shop) placement choices.

Students are evaluated and graded by each shop teacher during a period of exploration by an established grading rubric in 13-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 with criteria in: scholastic achievement (20-points) attendance/tardies (30-points) school discipline (30-points) and exploratory performance (20-points) 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 student's 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 school year.

Students who enroll in Somerville 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 over subscribed. 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.

8. REVIEW AND APPEALS PROCESS

The applicant's parent(s)/ guardian(s), upon receipt of a letter from Somerville 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.

