

I. INTRODUCTION

The Quincy Public Schools Career, Vocational & Technical Education (CVTE) program serves students in grades nine through twelve in the Quincy Public Schools. An exploratory program (Freshmen Seminar) is offered for Grade 9 students at Quincy High School and provides career awareness, student assessments, educational and career planning, an overview of available technical programs and career electives and majors, and beginning safety and skill development. Specific technical career pathway training begins in Grade 10 after students have selected a CVTE program of their choice and gone through the admissions process. Technical areas and shops are designed and equipped to serve a specific maximum number of students safely. Therefore, a selection process is necessary and when a CVTE program is oversubscribed, students will be evaluated according to this CVTE Admissions Policy.

We have designed an integrated academic and CVTE program which is compliant with all applicable laws, regulations, and guidelines of the Massachusetts Department of Elementary & Secondary Education and the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

II. EQUAL EDUCATION OPPORTUNITY STATEMENT

Quincy Public Schools CVTE programs admit students and makes available to them its advantages, privileges, and course of study, without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, or disability.

Students with limited English proficiency will be assisted in completing the necessary forms and with interpretation during the entire application process upon request of the applicant.

Students who are disabled may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process.

Information on limited English proficiency and disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect their admission to Quincy Public Schools CVTE Programs.

III. ELIGIBILITY

All students residing in Quincy are eligible to enroll in Quincy Public Schools CVTE programs in Grades 10 through 12, subject to space availability. For oversubscribed programs, resident students will be evaluated using the selection criteria contained in this Admissions Policy.

A. Ninth Grade Students Any student who resides in Quincy and has successfully completed the eighth grade is eligible to participate in the exploratory program, Freshmen Seminar, by enrolling at Quincy High School. Students who do not live in the Quincy High School district may apply for admission through requesting Open Enrollment to Quincy High School. Freshman Seminar is an integral part of the grade 9 experience at Quincy High School. Students who are not residents of Quincy are eligible to apply for Grade 9 fall admission subject to the availability of openings to the Freshman Seminar program at Quincy High School and the criteria contained in this Policy.

B. Tenth and Eleventh Grade Students and repeating ninth grade students A student meeting the admission criteria who resides in Quincy is eligible for any of the CVTE programs in Quincy Public Schools. First preference for admission to CVTE programs is given to underclass students.

C. Twelfth Grade Students Grade 12 students are accepted for the first year of a major, as an elective, on a space-available basis after underclass students have been accommodated.

D. Private school students Quincy residents meeting the admissions criteria in this policy and are currently attending private schools are also eligible for enrollment in Quincy Public Schools CVTE programs. These students must register as Quincy Public School students and attend either North Quincy High School or Quincy High School.

E. Home Schooled Students Quincy residents who are formally being home schooled may apply for admission to Quincy Public Schools CVTE Programs, provided all admissions policy criteria are followed. The home school students' parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the Superintendent of Schools or their designee. Homeschooled students will be accepted to Quincy Public Schools CVTE Programs according to the selection criteria contained in this admissions policy. These students must also register as Quincy Public School students and attend either North Quincy High School or Quincy High School.

Students who are not residents of Quincy are eligible to apply for fall admission subject to the availability of openings to the CVTE programs at Quincy or North Quincy High School, provided they expect to be promoted to the grade they seek to enter by their current school. Non-resident students will be evaluated using the criteria contained in the Admissions 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). M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Quincy non-residents under M.G.L. c.74, Sections 7 and 7C. Non-resident students (students who live outside Quincy) are accepted for admission, when meeting the admissions requirements, as space is available. If the Chapter 74 Vocational Technical Education Non-resident Student Tuition Application is approved, and if the student is admitted to the school to which he/she has applied, that non-

resident student is entitled to the same rights and privileges as students who reside in the receiving school district.

IV. ORGANIZATIONAL STRUCTURE

Quincy Public Schools CVTE programs are located at both North Quincy High School and Quincy High School. Both high schools in Quincy are accredited by the New England Association of Schools and Colleges (NEASC). The Executive Director of Career and Technical Education is the administrator responsible for the management of CVTE programs, and reports directly to the Superintendent of Schools.

The district contains five middle schools: Atlantic, Broad Meadows, Central, Point Webster, and South~West. All Grade 8 students from the middle schools are eligible to apply for enrollment in either high school based on their interest in a specific CVTE program.

Quincy Public Schools CVTE has an Admissions Committee, which is convened to admit Quincy Public Schools applicants and all non-resident applicants if a program is oversubscribed. The committee consists of the Executive Director of CVTE, the Principal, CVTE Department Chair, Guidance Department Chair, Special Education Department Chair, and ELL Department Chair. Responsibilities of the CVTE Admissions Committee include:

- 1) Determination of standards for admission
- 2) Development and implementation of admission procedures
- 3) Processing and review of applications
- 4) Ranking of students
- 5) Acceptance of students according to the procedure and criteria in the admission policy
- 6) Establishment and maintenance of a waiting list of qualified students.

The Executive Director of CVTE is responsible for disseminating information about the CVTE programs and for collecting applications from out-of-district students.

The Guidance departments at both high schools, CVTE instructors, and the CVTE Department Chairs are responsible for providing program information to students in Quincy Public Schools. The Guidance department at both high schools is responsible for reviewing course selection requests completed by students and parents/guardians in Aspen as part of the scheduling for each new school year.

Based on an annual vote by the Quincy School Committee, Quincy Public Schools does not participate in the School Choice program, the program that would allow students who are not Quincy residents to be attend Quincy Public Schools on a space-available basis at all grade levels.

V. RECRUITMENT and COMMUNICATIONS PROCESS

Open House ~ All middle schools students and their families who reside within the City of Quincy are invited to attend annual Open House events at each high school in the fall. Students, teachers, coaches, guidance counselors, administrators, and parents are available to discuss the academic and CVTE programs of each high school, provide tours of school facilities, and to answer any questions. The events are publicized on the Quincy Public Schools website and social media platforms, local access Channel 22, through direct emails to students and parents/guardians, and at the middle schools,

Information about Quincy Public Schools CVTE programs is also available:

- On the Quincy Public Schools website
- In the Quincy Public Schools High School Program of Studies

VI. APPLICATION PROCESS

• Quincy Public Schools students in Grades 10, 11, 12

Students wishing to attend a CVTE program indicate this by selecting the program during the Aspen course selection process in the spring. Students transferring from private schools will also have the opportunity to select a CVTE program during the registration process.

Students who have requested admission for a program that is oversubscribed will be assessed using the selection criteria contained in this admissions policy.

Students and parent(s)/guardian(s) will be notified by the CVTE Executive Director if their first choice will not be accommodated. Students will be placed in an alternative program and will be notified as to their status on the waiting list.

• Non-resident students

A non-resident student seeking admission to Quincy Public Schools CVTE Program for Grades 9, 10, 11, and 12 under M.G.L. c.74, Sections 7 and 7C must follow the admission process outlined in this Admissions policy. All non-resident students will be evaluated and ranked using the criteria set forth in this Admissions Policy.

Students who begin their enrollment as Quincy residents and move outside of the District during their enrollment who request to remain at Quincy as nonresidents under M.G.L. c. 74, Section 7 and 7C will be allowed to do so, providing that they obtain approval from the Superintendent of the student's District of Residence in accordance with the MA Department of Elementary & Secondary Education Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process located at: http://www.doe.mass.edu/cte/admissions/nonres_guidelines

In all cases, non-resident applicants must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: www.doe.mass.edu/cte/admissions) with the Superintendent of the student's district of residence in accordance with the MA Department of Elementary & Secondary Education Guidelines for the Vocational Technical Education Program. Nonresident Student Tuition Process pursuant to M.G.L. c. 74: www.doe.mass.edu/cte/admissions/nonres_guidelines

If the student's parent/guardian finds that the decision of the Superintendent of Schools of the District of Residence is contrary to law, regulations, Board of Education or Department of Elementary & Secondary Education policy, the application may be forwarded to the Department for review, within 10 business days of its receipt from the District of Residence in accordance with the *Guidelines for the Vocational Technical Education Program Nonresident Student tuition Process pursuant to M.G.L. c. 74*.

M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Quincy Public Schools CVTE programs as nonresidents under M.G.L. c.74, Sections 7 and 7C.

Students must obtain an application from the Executive Director of CVTE office. The application must be given to the sending school Superintendent of Schools for completion and forwarded to the Quincy Public Schools Director of CVTE by **March 1 to be considered for admission the next school year.**

For applications to be considered the sending school district must include the following information for the past six terms:

- attendance records;
- conduct records academic report cards; and
- Guidance Counselor and/or teacher recommendations.

The CVTE office will notify the parent(s)/guardian(s) and the sending school guidance counselor if the application is incomplete. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete after March 15, the application will be voided.

Students accepted into Grade 10, 11, or 12 must complete a Career and Educational Plan to be better informed about their appropriate program selection.

- **Late Applications**

Applications received after any aforementioned deadlines will be evaluated according to the criteria contained in this admissions policy and the resulting 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) CVTE program in another school will be considered for admissions if they relocate to

Quincy and wish to pursue the same program of study at Quincy High School. These students must attend an interview with the Executive Director of CVTE and/or their designee. Transfer students will be allowed to continue in the CVTE program previously attended if space is available or offered an alternative choice.

Quincy Public Schools students who wish to transfer from one technical area to another should contact their Guidance Counselor. Transfer requests will be considered subject to the availability of openings in the requested CVTE program. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

- **Withdrawn Students**

Students who withdraw from Quincy Public Schools CVTE programs and who are attending or not attending another high school may reapply following the procedures contained in this Admissions Policy and will be evaluated using the same criteria.

- **Homeschooled Students**

Students who are formally being home schooled who reside in Quincy may apply for admission to Quincy Public Schools CVTE Programs, including admission during the school year, provided all admissions policy criteria are followed. The home school students' parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the Superintendent of Schools. 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 must be submitted. Home-schooled students will be ranked on their portfolio/grades (34%), interview (33%), and letters of recommendation (33%) if the CVTE program of their choice is oversubscribed.

VII. SELECTION CRITERIA for OVERSUBSCRIBED CVTE PROGRAMS

All students requesting admission to an oversubscribed CVTE program will be reviewed by the CVTE Admissions Committee using weighted admissions criteria. Each applicant will be assigned a score calculated from the total of the criteria subtotals.

1. Grades	25 points
2. Attendance	25 points
3. Conduct/Discipline	25 points
4. Student Statement of Interest	10 points
5. Teacher Recommendation	<u>15 points</u>
TOTAL	100 points

For example, a student with a point total of 98 would be placed into the oversubscribed CVTE education program before a student with a point total of 89. The Executive Director of CVTE then offers students their second or third CVTE program choices, as space allows. If a student is not placed in their second or third choice CVTE program,

the guidance counselor, along with the Executive Director of CVTE will meet with the student and to have them select an alternate choice. Students will be notified of placements before the end of the school year for the next school year.

If a CVTE program acceptance is declined by a student, admission will be offered to the next applicant on the waiting list. Students on the waiting list will be notified as openings occur and remain on the wait list for one school year.

ADMISSIONS CRITERIA RUBRICS for OVERSUBSCRIBED CVTE PROGRAMS

1. Grades: Maximum 25 points

Grade Averages	Points
90 – 100	25
80 – 89	20
70 – 79	15
60 – 69	10
0 – 59	5

a. For oversubscribed CVTE programs, current Quincy High School grade 9 students applying for grade 10 CVTE program admission will use the average point total of the Freshmen Seminar grade.

b. For non-resident applications to grade 9 (fall admission), the average of grade 7 and semester 1 grade 8 marks in English, social studies, mathematics and science from the local school report card are used.

c. For Quincy residents and non-resident applications to grades 10 (fall admission) the average of the previous school year and semester 1 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 9 and 10 (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.

2. Attendance: Maximum 25 points

Number of Unexcused Absences	Points
0 – 2	25
3 – 4	10
5 – 6	5
7 or more	0

a. For non-resident applications to grade 9 (fall admission), the sum of grade 7 and semester 1 grade 8 unexcused absences from the local school report card are used.

b. For Quincy residents and non-residents applications to grade 10 (fall admission) the sum of the previous school year and semester 1 current school year unexcused absences from the local school report card are used. For applications to grades 9 and 10 (admission during the school year) unexcused absences from the five previous completed terms will be used.

3. Conduct/Discipline: Maximum 25 points

Number of Incidents (not to include minor infractions)	Points
0	25
1-2	18
3-4	10
5 or more	0

a. For non-resident applications to grade 9 (fall admission), the sum of grade 7 and semester 1 grade 8 incidents from the local school are used.

b. For Quincy residents and non-residents applications to grade 10 (fall admission), the sum of the previous school year and semester 1 current school year incidents from the local school are used. For applications to grades 9, 10 (admission during the school year) the current school year to the date of the application incidents from the local school are used.

4. Student Statement of Interest: Maximum 10 points

Students are asked to submit a typed 100-word statement of interest about why they are interested in the CVTE program they are applying for and how being a graduate of this program will help them in the future. Student statements may include video submissions in addition to the written statement. The CVTE Admissions Committee will utilize the following rubric:

TOPIC	5 points	3 point	0 points	TOTAL POINTS
Identifies CVTE program of interest and explains interest in the specific CVTE program	Student both clearly identifies program of interest and explains why they want to be in this program	Student either identifies program of interest or explains why they want to be in this program, but not both	Student identifies neither the program or the reason for wanting to enter the program.	
Explains how being a graduate of the program will help with future career plans.	Student clearly identifies how completing the program will help	Student is vague about how attending the program will help	Students does not describe how completing the program will help	

	them in their future career.	them in their future career.	them in their future career.	
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5. Teacher Recommendation: Maximum 15 points

Students will be awarded points based on the recommendation from a teacher of their choice at the school they attend currently. The teacher will use the rubric below to evaluate the student.

	5 points	3 points	0 points	# of points
Academic Performance	Student completes or attempts all assignments	Student completes or attempts most assignments	Student completes or attempts few or no assignments	
Participation	Student actively participates in class	Student sometimes participates in class	Student does not participate in class	
Attentiveness	Student is actively attentive in class	Student is sometimes attentive in class	Student is not attentive in class	
			TOTAL POINTS	

VIII. REVIEW AND APPEALS

The CVTE program applicant’s parents/guardians will be notified by letter from the Quincy Public Schools Executive Director of CVTE indicating that the applicant was not accepted or was placed on a waiting list for a particular CVTE Program. The Parent and/or guardian will be informed that they may request a review of this decision by sending a letter of appeal to the Superintendent of Schools within thirty days of the receipt of the letter. The Superintendent will respond in writing to the letter with the finding of the review within thirty days. If after a review, the parents/guardians wished to appeal the findings of the review, they may do so by sending a letter requesting that they be scheduled to appear before the School Committee to appeal the Superintendent’s findings. The School Committee will respond in writing to the parents/guardians with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal is presented.

Revised: May 2011; February 9, 2022
 Approved: May 19, 2004

LEGAL REFS: General Laws of Education Relating to School Committees as of January 1, 1978
 M.G.L. Chapter 76, Section 1