

File: I10

## **ADMISSION POLICY FOR CAREER AND TECHNICAL PROGRAMS**

### **I. Introduction**

Chicopee Comprehensive High School has an open admission policy and accepts any student who is a resident of Chicopee. However, an admission process is necessary for vocational technical programs where space is a limiting factor. Career and Technical Education laboratories (labs) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary. All applicants to grades nine through twelve at Chicopee Comprehensive High School will be evaluated using the criteria contained in this Admission Policy. The Massachusetts Department of Education approved this policy on November 17, 2014.

### **II. Equal Educational Opportunity**

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

If there is a student with limited English proficiency, a qualified representative from the Chicopee 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 a disability 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 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 the school.

### **III. Eligibility**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Chicopee School District is eligible to apply for fall admission or admission during the school year. Applicants will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Chicopee School District residents.

Students who are not residents of the Chicopee Public School District are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Chicopee Comprehensive High School provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other state approved chapter 74 vocational technical education programs are eligible to apply for fall admission or admission during the school year to grades 9-12 at

Chicopee Comprehensive 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 criteria contained in this Admission Policy.

In order to enroll in Chicopee Comprehensive High School's Career and Technical Education program for the fall, applicants must have been promoted to the grade they wish to enter. In addition, they must have passed courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment at Chicopee Comprehensive High School.

### **School Choice**

The Chicopee School District participates in the School Choice program. Resident applicants are given program placement priority over non-resident program applicants. If a program is at maximum enrollment, then non-resident applicants will be placed on a waiting list and will only be accepted if all resident applicants on the program waiting list have been accepted.

### **IV. Organizational Structure**

Chicopee Comprehensive High School is a public comprehensive high school located on a scenic campus in Chicopee, Massachusetts. Chicopee Comprehensive High School is accredited by the New England Association of Schools and Colleges. Chicopee Comprehensive High School is committed to providing quality career and technical programs.

It is the responsibility of the Chicopee Public Schools Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

The Director of Career and Technical Education (and/or his designees) is responsible for the following:

- 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 Chicopee Public Schools Director of Career and Technical Education (and/or his designees) is responsible for disseminating information about Chicopee Comprehensive High School through local school assemblies and press releases, and for collecting applications from the local schools.

### **V. Recruitment Process**

1. Chicopee Comprehensive High School disseminates information about the school and its Chapter 74 programs using the following methods:
  - A. Every grade 7 student in the District attends an annual Career Fair held at Chicopee Comprehensive High School. Each grade 7 student tours each of the

chapter 74 programs and is given a brochure explaining each Career and Technical Education program.

- B. Visitations are made annually by Chicopee Comprehensive High School instructional staff with an informational presentation given to 8th grade classes in all local schools between December and March. Brochures detailing the individual Chapter 74 programs are given to all 8th grade students. All interested students are provided with an application to the Career and Technical Education program. Counselors are responsible for collecting the completed student applications. Counselors review applicants' grades, attendance, and conduct and make recommendations for early acceptance.
- C. The Career and Technical Education program encourages prospective students and their parent(s)/guardian(s) to schedule an appointment to visit all Career and Technical Education programs and speak with instructors as well as view a presentation describing all Chapter 74 offerings.

#### **VI. Application Process for Fall Admission to the Ninth Grade**

1. Students interested in applying to Chicopee Comprehensive High School for fall admissions to the ninth grade must adhere to the following procedure:
  - A. Obtain an application from the local 8th grade school Guidance counselor or the Chicopee Comprehensive High School Guidance Department as early in the school year as possible.
  - B. Return the completed application from the local 8th grade school Guidance Counselor by the deadline set by the Guidance Counselor.
2. The local 8th grade school Guidance Counselor is responsible for the following:
  - A. Completing the designated portion of the application form including students' grades, attendance and discipline records.
  - B. Forward the completed applications to the Chicopee Comprehensive High School Career and Technical Education Director, who will check for appropriate signatures as well as each applicant's grades, attendance, and conduct. Applicants with fewer than five days absent, no grade lower than an 80, and no discipline issues will be notified of early acceptance to the Career and Technical Education program. Applicants who do not immediately meet these early admission criteria will have an opportunity to show progress in meeting these goals and will be given admittance at a later date. Every student who shows progress in attendance, grades and discipline is admitted to the Career and Technical Education program.
3. If incomplete applications are received, then the following procedures will take place:
  - A. The Chicopee Comprehensive High School Career and Technical Education Director will notify the local school Guidance Counselor responsible for submitting the incomplete application (s) and will request completion.
  - B. The applicant's parent(s)/guardian(s) will be notified by the Chicopee Comprehensive High School Career and Technical Education Director in the event that the problem is not resolved by the local school Guidance Counselor.
  - C. If after notifying the local school Guidance Counselor and the parent(s)/guardian(s), the application remains incomplete for ten school days, then the application will be voided.

## **VII. Application Process for Fall Admission to the Ninth, Tenth, Eleventh or Twelfth Grade\***

\*This applies to students applying for program admission following the start of the current school year.

1. Students interested in applying to Chicopee Comprehensive High School for admissions to the current school year must adhere to the following procedure:
  - A. Obtain an application from the Chicopee Comprehensive High School Guidance Department as early in the school year as possible.
  - B. Return the completed application to the Director of Career and Technical Education
  - C. Provide all records and grades from the sending school to the Director of Career and Technical Education
  - D. Take a Career Cruising assessment in the Chicopee Comprehensive High School Career Center.
  - E. Parent(s)/guardian(s) and applicants will meet with the Director of Career and Technical Education to review school transcripts and Career Cruising results to make the most appropriate program placement if space is available. If the program is at maximum enrollment, then students have the option of being placed on a waiting list.

### **Transfer Students**

Applications from students who are enrolled in a state approved chapter 74 vocational technical program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate within the Chicopee School District and wish to pursue the same program of study at Chicopee Comprehensive High School. All transfer applicants must attend an interview at Chicopee Comprehensive High School. Their applications will be evaluated according to the provisions of this Admission Policy.

### **Withdrawn Students**

Students who withdraw from Chicopee Comprehensive High School and who are attending or not attending another high school may reapply to Chicopee Comprehensive High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

## **VIII. Program Selection Criteria**

All Career and Technical Education students are given an extensive career assessment using the Career Cruising software.

All ninth graders who enroll in the Chicopee Comprehensive High School Career and Technical Education program participate in a career and technical exploratory program designed to help them learn about their talents and interests relative to a variety of different Career and Technical Education programs. Students initially explore, for one period per day, all ten career and technical programs for 10 weeks for approximately one week in each program for term 1. For term 2, students list their top 3 exploratory choices and explore these 3 choices for ten weeks for

one period per day for approximately 3 weeks for each choice. In term 3 students are in their final exploratory selection for 2 periods per day for approximately 10 weeks. They have a choice of exploring their second or third option. They become a ninth grader in their program of choice for term 4. Each student is required to keep a portfolio, which accompanies him or her during each of his or her exploratory experiences. At the end of the term 2 exploratory experience, each student selects his/her exploratory program of choice. Students are admitted into the exploratory program of their choice based on the point total they received in all labs combined using the following rubrics:

**Placement Rubric**

Academic Grades	40%
Shop Grade	40%
Attendance	10%
Career Cruising Assessment	10%

**Career Cruising Rubric**

“Strong” assessment level	100 points
“Moderate” assessment level	75 points
“Review” assessment level	50 points
“Weak” assessment level	0 points

For example, a student with an average of 90% or 90 points would be admitted to his or her first program choice before a student with an average of 70% or 70 points. To further illustrate placement of a student into his or her first choice using the above rubrics, we have a hypothetical student who has an 83% for an academic grade (an average of English, Math and Science), an 83% for a shop grade, an 80% for attendance, and a “Strong” assessment level in Career Cruising. The academic grade using a 40% weight would be worth 33.2 points; the shop grade for a three-week period using a 40% weight would be worth 33.2 points. The attendance grade with a 10% weight would be worth 8 points. The Career Cruising grade with a weight of 10% would be worth 10 points. This student would have an overall grade of 84.4. If a student is unable to be placed into a first-choice program, then the student will be placed on an entry waiting list in the event an opening should occur.

Students who enroll in Chicopee Comprehensive High School’s Career and Technical Education program after grade nine may explore two career and technical programs based on availability and aligned with their Career Cruising assessment results. Students are evaluated and graded by each program teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, then evaluative grades received by the students rank order would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one program to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested programs. Each transfer applicant will be interviewed and counseled individually by the Director of Career and Technical Education to determine the appropriateness of the transfer for the particular student.

**IX. Review**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Chicopee Comprehensive High School indicating that the applicant was not accepted or placed on a waiting list for a particular program, 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 letter. The Superintendent will respond in writing to the letter with findings of the review within thirty days.

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