

PEABODY VETERANS MEMORIAL HIGH SCHOOL

CTE ADMISSION POLICY



Peabody Veterans Memorial High School, in partnership with district, family and community, prepares all students to become lifelong learners, achieve college and career readiness and contribute positively to society.



PEABODY VETERANS MEMORIAL HIGH SCHOOL ADMISSION POLICY CAREER AND TECHNICAL EDUCATION PROGRAMS

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

INTRODUCTION

The Career & Technical Education programs at Peabody Veterans Memorial High School offers programs to students in grades nine through twelve. The Exploratory program for ninth grade students provides career awareness, basic technical skills, educational and career planning, and an overview of available technical programs and career electives and majors. Specific technical career training begins in grade ten after students have selected a Career and Technical Education program of their choice. An admissions process is necessary in Career and Technical Education programs where space is limited. Technical areas are designed and equipped to serve a specific maximum number of students safely. Therefore, all applicants to Peabody Veterans Memorial High School Career and Technical Education programs for grades nine through twelve will be evaluated using the selection criteria contained in this Admission Policy.

EQUAL EDUCATIONAL OPPORTUNITY

The CTE Application for Admission is available in three languages, English Spanish, and Portuguese. Applications are available online, in the PVMHS Guidance Office and in the CTE Office.

Peabody Public Schools admits students and makes them aware of the CTE programs available advantages privileges and courses of study and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, homelessness status, national origin, or handicap, in its educational activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, Section 504 of the 1973 Rehabilitation Act, and by Chapter 62 of the General Laws for the State of Massachusetts.

If there is a student with limited English proficiency, a qualified staff member from Peabody Veterans Memorial High School 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.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process

EXPLORATORY PROGRAM

We have designed an exploratory 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.

Incoming grade 9 students who may be interested participating in the CTE programs indicate the exploratory course and course number on their course selection sheet. Any tenth or eleventh grade student who is a student at Peabody Veterans Memorial High School is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the Career and Technical Education programs at Peabody Veterans Memorial High School.

Students will be evaluated using the selection criteria contained in this Admission Policy. Priority for admission is given to Peabody residents. Students who are not residents of Peabody are eligible to apply for fall admission subject to the availability of openings to the career/vocational technical education programs at Peabody Veterans Memorial 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 Peabody Public Schools district residents. Non-resident students (students who live outside Peabody) are accepted for admission, when meeting the admissions requirements, as space is available*

RECRUITMENT PROCESS

The Peabody Veterans Memorial High School Career and Technical Education Director along with CTE staff disseminate information about the programs through a variety of methods.

- a. Presentations of the CTE programs along with a power point slide presentation to 8th grade classes in the Higgins Middle School.
- b. Prospective students and parents/guardians have an opportunity to visit all career and technical programs and speak with teachers at the fall Open House as well as view a presentation about all CTE program offerings.
- c. Parents/guardians may schedule individual visits at a mutually convenient time throughout the year.
- d. Hands-on exhibits and activities for 8th grade students March to April are scheduled.
- e. Emails are sent through ASPEN to all parents/guardians describing career and technical education opportunities, and events throughout the year.

APPLICATION PROCESS

- a. The CTE Application is posted on line at both the Higgins Middle School Main Web page and PVMHS Web page under Career & Technical Education Programs.
- b. Applications should be made by the deadlines set by the dates posted on the CTE application.

- c. The criteria used in the PVMHS-CTE Application form has been approved by the Peabody School Committee.

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 Peabody Veterans Memorial High School Career and technical Education Supervisor/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 the designated deadline will be placed in rank order on a waiting list with other late applications.

PEABODY VETERANS MEMORIAL HIGH SCHOOL TENTH, ELEVENTH AND TWELFTH GRADE STUDENTS

Students who enroll in Peabody Veterans Memorial High School Career and Technical Education Programs after grade nine may explore vocational technical programs, before making a program selection. These students must adjust their class schedule to obtain appropriate number of credits for graduation and complete all program criteria for certification and or licensure.

Students enrolled in Peabody Veterans Memorial High School beyond grade nine and did not exercise the application process to explore vocational areas in the ninth grade may be permitted acceptance into a vocational technical program based upon space availability after exhausting the waitlist. Students must complete the application process in order to be considered a candidate for program admission. Students must be advised if completion of the program criteria is not obtained certifications and licensures are not guaranteed.

SELECTION CRITERIA

Students who complete a course selection form that includes vocational technical education programs will participate in a school year vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of vocational technical programs. In addition, Career and Technical Education teachers evaluate students during the exploratory program.

Students initially enter the Career and Technical Education program through the exploratory courses where they will examine their interests and abilities. They will explore all six Career and Technical Education programs offered at Peabody Veterans Memorial High School. From September through April students will rotate through each program according to an established calendar. Students will participate throughout the exploratory year in career planning. They will perform online career assessment evaluations and highlight each individual student's talents and interests. In addition, students will begin to develop their own personal professional portfolio. Students will partake in career seminars that will enlighten and highlight career opportunities. Additionally, each student will write a reflection based upon their experience following each cycle. The student will review these reflections prior to choosing career area.

Students will participate in selecting their top 3 Career and Technical Education program placement choices in two stages:

Program Interest: After exploring the first half of all six programs offered at Peabody Veterans Memorial High School students will identify their top three Career and Technical Education programs they are most interested in to inform the students' Career Development Plans.

Final Program Selection: After exploring all remaining three programs students will identify their top three programs in which they have found a career interest in. Prior to completing the final selection parents/guardians are strongly encouraged to have an open discussion with their student on the final program selection.

SELECTION PROCESS

Students are evaluated and graded by each vocational teacher during the period of exploration. If the number of enrollees seeking a particular career program exceeds the number of openings, the evaluative grades received by the students rank order would determine the enrollee or enrollees who are placed in the particular shop.

Students are evaluated and scored on an established grading rubric in six areas: professional performance, safety, effort/participation, employability/attendance, and career portfolio.

A maximum of 24 points could be earned for each shop exploratory. The total number of points earned is divided by the maximum points earned (24 points) to obtain a number grade based on percent grading (out of 100%).

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 can obtain is 24 points or 100%. The student is admitted based upon the overall point total.

For example, a student with a point total of 23 (96%) would be placed into the career/vocational technical education program before a student with a point total of 20 (83%). If a shop fills, based on point total, before a student gets his/her first choice, the Career & Technical Education Director then moves to the student's second or third choice depending upon whether there is an opening in the shop. The student is admitted based upon the overall point total.

Exploratory students will be notified of placements/status before the fourth quarter of that school year. Students on the waiting list will be notified as openings occur and remain on the waitlist for one school year.

MAINTENANCE OF RECORDS

PVMHS CTE program maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria. PVMHS CTE Director will provide this information to the DESE upon request.