

Salem High School Career and Technical Education Admission Policy

September 14, 2021

I. INTRODUCTION

The Career and Technical Education programs offer education to students in grades nine through twelve in the Salem Public Schools. An admission process is necessary for our vocational programs when space is a limiting factor. It is important to understand that vocational-technical programs (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, it may be impossible to accommodate the interests of all students. Therefore, a selection process is necessary to determine which applicants may benefit most from such educational opportunities. An exploratory program provides career awareness, student assessments, and educational and career planning for each of our Chapter 74 programs.

II. EQUAL EDUCATIONAL OPPORTUNITY

In compliance with state and federal laws, the Salem Public Schools maintains a non-discrimination policy. No child shall be excluded from or discriminated against in admission to Salem Public Schools, or in obtaining the advantages, privileges, and courses of study of our schools, regardless of race, color, religion, sex, sexual orientation, age, gender identity, genetic information, national origin, ancestry, homelessness, physical or mental disability, veteran status, or any other basis prohibited by state and/or federal statute. This policy provides equal access to courses and programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities.

If there is a student of limited English proficiency, a qualified staff member of Salem High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process. This will be done upon the request of the applicant.

A student 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/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 vocational-technical education program.

III. ELIGIBILITY

Students who are enrolled at Salem High School are eligible to apply for admission to the technical programs. The applicant must be eligible to be promoted into the grade that they seek

to enter for fall admission. Students will be admitted using the selection criteria contained in this Admission Policy.

Transfer Students

Transfer students are students who have moved to Salem from another district. Transfer students in grade 11 and grade 12 may apply for fall admission during the school year if they were previously enrolled in a Chapter 74 program that is also maintained at Salem High School and seek to enroll in that same program. Transfer students in grades 9 and 10 are eligible to apply for admission to the technical programs. All transfer students will be admitted by the same criteria contained in this Admission Policy.

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Students who are homeless will be admitted to the vocational-technical program at Salem High School according to the selection criteria contained in this admission policy.

Home School

Students enrolled in Salem High School who have been previously homeschooled will be admitted using the selection criteria contained in this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

Salem High School is a public comprehensive school with Chapter 74 approved vocational-technical education programs serving the City of Salem.

Salem High School is accredited by the New England Association of Schools and Colleges. Salem is committed to providing quality Vocational-Technical education programs.

It is the responsibility of the Salem Public Schools superintendent, Salem High School principal, and CTE director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this admission policy.

Salem has an admission committee appointed by the principal and CTE director. The committee consists of a member of the administration, guidance, special education, vocational-technical, and academic departments. Responsibilities of the admissions committee include:

- a. Yearly review of admissions policy
- b. Development and implementation of admissions policy
- c. Processing of applications

- d. Acceptance of students according to the admission policy
- e. Establishment and maintenance of a waiting list of acceptable candidates

The principal does not participate in the processing of applications, ranking of students, acceptance of students, or establishment of a waiting list. A decision not to admit a student to a vocational-technical program may be appealed to the principal, as described in Section VII under the Appeal Process.

The Salem School District has school choice.

V. RECRUITMENT PROCESS

Salem Public Schools disseminates information about the vocational and technical courses offered at Salem High School through a variety of methods.

- Visitations to eighth-grade classes in local schools include an informational slide/video presentation and are scheduled by the vocational and technical head teachers during the first semester.
- An open house is scheduled during the fall. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all career and technology education programs.
- Tours and visits by Salem seventh and eighth-grade students in the spring.
- Brochures, which describe vocational-technical programs, will be distributed through the middle schools and high schools.
- Information regarding Chapter 74 programs can be found on the Salem Public Schools' website.
- Parents/guardians may schedule individual visits with the vocational director and vocational teachers at a mutually convenient time.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR ADMISSION TO THE NINTH, AND TENTH GRADE CTE PROGRAMS

Students interested in applying to Salem High for admission to the vocational-technical education programs must:

- Obtain an application from their middle school guidance counselor, Salem High School guidance counselor, or Salem High School website as early in the school year as possible.
- Return the completed application form to the middle school guidance counselor or the Salem High School guidance counselor by the deadline set by the Salem High School Admissions Committee.
- Incoming ninth-grade students will be enrolled in a full-year exploratory
- New incoming tenth grade students that did not complete exploratory can be placed in any open program, placed on a waiting list, or choose to take ½ year exploratory as a tenth grader

APPLICATION PROCESS FOR ADMISSION TO THE ELEVENTH, AND TWELFTH GRADE CTE PROGRAMS

- Any student going into the eleventh or twelfth grade CTE programs must have satisfactorily completed all subsequent levels of their course of study.

Late Applications

- Applications received after the deadlines will be accepted and students will be presented with remaining openings or placed on the waitlist for programs that are full.

Transfer Students

- Transfer students who were previously enrolled in a state-approved Chapter 74 program may apply to that program or similar program by filling out an application and selecting the applicable course from our program of studies and providing a copy of their competencies from their previous program. Admissions into the selected program will be on a space-available basis.

Withdrawn Students

- Students who withdrew from Salem High School's career and vocational-technical programs may reapply to the programs and will be evaluated using the criteria contained in the admission policy and on a space-available basis.

VII. SELECTION CRITERIA AND PROCESS

All ninth-graders who enroll at Salem High School may participate in a full school year vocational-technical exploratory program designed to help them learn about their talents and

interests relative to a variety of different vocational-technical programs. Exploratory is broken into two cycles. In the first cycle, students explore all available programs, and at the end of the first exploratory cycle, each student selects their program of choice, as well as a second and third choice from the programs explored that they want to pursue further. During the second cycle, they explore in more depth their program of choice.

Salem High School uses the following system for students to identify and enroll in their preferred Chapter 74 technical program. Salem will host a decision day for all 9th-grade students at the end of the first cycle. They will have the opportunity to submit their first, second, and third choice. Multi-language staff will be available to assist students and families who require or would like assistance with this process. The admissions committee will conduct a technical program selection meeting to process a lottery for students' first choices. Subsequent second and third-choice lotteries will be conducted until all students are placed based on technical program space availability. The lottery system will be used to place students on a waitlist in the event that they are not placed in their first, second, or third choice program. In the occurrence that, upon conclusion of the lottery, students did not receive a seat in their first, second, or third choice program they will be offered seats in programs that have openings. Waitlists will remain in effect for one school year following the initial lottery. Students may only be granted continued enrollment in a specific technical program if they have been promoted to the next grade level; if they are not ultimately promoted to the next grade level, due to failure or credit deficiency, they will forfeit their seat in the program.

Students who have received disciplinary infractions for conduct for which suspension or expulsion was imposed pursuant to M.G.L. c.71 §37H or §37H1/2, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 §37H3/4 during the exploratory process for their desired program will not be eligible to choose that program during the selection process. However, they will be given the option to choose any open program after the lottery process.

Consistent with the standard practices at Salem High School for quarterly reporting of student performance, mid-quarter and quarterly formal evaluations of each student's performance in a given exploratory subject course shall be completed by the student's exploratory subject teachers. Students will receive feedback from the technical program teachers which include strengths and areas for improvement. This feedback will not be considered/factored in during the placement lottery. Consistent with federal and Massachusetts student records and privacy statutes and regulations, these evaluations shall be made available in a timely manner to each student and to that student's parent or guardian.

Transfer Process

Students who wish to transfer from one shop to another may apply for a 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 to determine the appropriateness of the transfer for the particular student.

Appeal Process

A decision not to admit a student to a vocational-technical program may be appealed to the Principal of Salem High School. Any such appeal shall be made in writing, and shall be submitted to the principal no later than seven (7) school days after the student receives notice that they have not been admitted to the program to which they were seeking admittance. Within (7) seven school days, the principal shall make a determination on the student's admittance to the specific program whenever an appeal is duly submitted. The principal's determination in the matter shall be final. The appeals process is to ensure that students are admitted according to the approved policy.

Maintenance of Records

Salem High School CTE office maintains records of all students who apply, enroll or are waitlisted as part of the admissions system and in compliance with applicable laws and regulations. Salem High School will provide this information to the Department upon request.