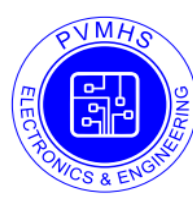


PEABODY VETERANS MEMORIAL HIGH SCHOOL ADMISSION POLICY CAREER IN TECHNICAL EDUCATION PROGRAMS

Peabody Veterans Memorial High School, in partnership with the 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 for CAREER IN TECHNICAL EDUCATION

I. INTRODUCTION

Peabody Veterans Memorial High Schools Career & Technical Education offers programs to students in grades nine through twelve in the Peabody Public Schools. An exploratory program for ninth-grade students provide career awareness, student assessments, educational and career planning, an overview of available technical programs and career electives and majors, and beginning skill development. 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.

II. ADMISSIONS

If Peabody Veterans Memorial High School receives more applications than has available seats then the Peabody Veterans Memorial High School CTE Programs will apply selection criteria to determine which students it will admit

III. EQUAL EDUCATIONAL OPPORTUNITY

Peabody Veterans Memorial 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, or disability.

If there is a student with limited English proficiency, a qualified staff member from Peabody Veterans Memorial High School will provide an application with the home language, and assist the applicant in completing the necessary forms, and or assisting in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students voluntarily self-identify to request reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, to receive assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the Peabody Veterans Memorial High School CTE Programs.

IV. ELIGIBILITY

All students residing in Peabody are eligible to enroll in career and technical programs in grades 9 through 11 subject to availability. We have designed an integrated academic and technical 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 in participating in the CTE programs indicate the Exploratory course and course number on their course selection sheet, for Peabody Veterans Memorial High School. These rising 9th graders are then enrolled in the Career and Technical Education exploratory program. 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.

Resident 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 <https://www.doe.mass.edu/lawsregs/603cmr4.html?section=03>). *Priority for admission is given to Peabody Public School district residents. Non-resident students (students who live outside Peabody) are accepted for admission when meeting the admissions requirements, as space is available.*

A. Peabody Resident

Any eighth, ninth, 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 in technical education programs at Peabody Veterans Memorial High School. Resident students will be evaluated using the selection criteria contained in this Admission Policy. Priority for admission is given to Peabody School District residents.

B. Non-Peabody Residents

Students who are not residents of the Peabody School District are eligible to apply for fall admission or admission during the school year provided they expect to be promoted to the grade they seek to enter by their current school. Nonresident students will be evaluated using the selection criteria contained in this Admission Policy.

The superintendent and the district of residence must approve a Non-Peabody Resident for acceptance into an approved vocational-technical program. The city or town of residence shall pay tuition to PVMHS at the rate established by the Department. PVMHS shall notify a non-resident student in writing that admission is program-specific and that a change in program by a non-resident student will require the submission of a new Chapter 74 Vocational Technical Education Program Non-resident Student Tuition Application.

C. Transfer Students

Any students in grades 9-11 who are transferring into Peabody Veterans Memorial High School are eligible to apply for fall admission or admission during the school year to any of Peabody Veterans Memorial High School Career in Technical Education Programs provided they are expected to be promoted to the grade they seek to enter by their current school.

V. ORGANIZATIONAL STRUCTURE

Peabody Veterans Memorial High School is a comprehensive public high school located in Peabody, Massachusetts. The Director of Career and Technical Education is the administrator responsible for the management of Career and Technical Education programs and reports directly to the Principal, Assistant Superintendent, and Superintendent of Schools. Peabody Veterans Memorial High School Career and Technical Education programs serve students from Peabody. The district contains one middle school (Higgins Middle School) All students from this school are eligible to apply for enrollment in the career & technical programs. Students who live in the district and attend private, parochial, and or vocational schools are also eligible to apply for admission to the programs. Students from outside the district are eligible to apply for enrollment in the Exploratory Program in Grade 9 or specific Career and Technical Education programs in Grades 10 and 11 and are accepted following this admission policy and as space is available.

It is the responsibility of the Peabody Veterans Memorial High School Superintendent to supervise the administration of all policies and procedures used to admit and enroll students consistent with applicable laws regulations and guidance in conformity with this Admission Policy.

The Peabody Veterans Memorial High School Career in Technical Education Supervisor/Director is responsible for disseminating information about Peabody Veterans Memorial High School career in technical education programs through local school assemblies and press releases, and for collecting applications from students. The guidance department at the high school is responsible for collecting program (course) selection forms, CTE applications, and scheduling students.

Peabody Veterans Memorial High School Career and Technical Education division is part of the Peabody Public School District, located in Massachusetts.

The Superintendent of Peabody Public Schools

Josh Vadala Ed. D.

The Assistant Superintendent of Peabody Public Schools

Dr. Kelly Chase

The Principal of Peabody Veterans Memorial High School

Brooke Randall

The Career and Technical Education Director

Shannon Spinosa

VI. APPLICATION PROCESS

1. Rising 9th-grade students who wish to join CTE:
 - a. Are eligible from the Higgins Middle School by registering with their Guidance Councilor in 8th grade for the CTE Exploratory Program. Interested students should indicate the Exploratory course and course number on their course selection sheet.
 - b. May apply using the CTE Application by clicking the link provided below or found posted online on both the Higgins Middle School Main Web page and Peabody Veterans Memorial High School Web page under the Career & Technical Programs tab.
<https://peabody.k12.ma.us/programs/career-technical-education/pvmhs-cte-application/>.
2. Students interested in applying for admission to the tenth, or eleventh-grade CTE programs for fall or current-year admission must:
 - a. Complete our online application by clicking the link provided below. The online application covers admission to all the career and technical education programs in the event that a student is interested in more than one program.
<https://peabody.k12.ma.us/programs/career-technical-education/pvmhs-cte-application/>.
3. Students, parents, and or guardians interested in receiving application information for either Exploratory or one of the CTE programs offered at PVMHS may request a meeting with either the guidance department or the CTE Director. Assistance can be provided with help in completing the application and obtaining additional information about the career and technical education programs.
4. 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 in 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 of May 1st will be placed in rank order in which they have been received.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational-technical education program in another school will be considered for admission if they relocate to Peabody. These students must attend an interview with the Career in Technical Education Director and/or Principal and/or Assistant Principal and/or designee.

WITHDRAWN STUDENTS

Students who withdraw from Peabody Veterans Memorial High Schools Career & Technical Education 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.

NON-RESIDENT STUDENT

A nonresident student seeking admission to Peabody Veterans Memorial High Schools Career & Technical Education Programs, in grades 9, 10, and 11 must follow the admission process outlined in this Admission Policy.

Students who begin their enrollment as Peabody residents and move outside of the District during their enrollment who request to remain at Peabody as nonresidents 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: <https://www.doe.mass.edu/ccte/cvte/admissions/default.html>

In all cases, nonresident applicants must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: <https://www.doe.mass.edu/ccte/cvte/admissions/default.html>) 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:

If the student's parent/guardian finds that the decision of the Superintendent 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 Peabody Public Schools Career & Technical Education as nonresidents under M.G.L. c.74, Sections 7 and 7C.

PEABODY VETERANS MEMORIAL HIGH SCHOOL 10-11th-GRADE STUDENTS

Students who enroll in Peabody Veterans Memorial High School Career in Technical Education Programs after grade nine must adjust their class schedule to obtain an appropriate number of credits for graduation and complete all program criteria for certification and or licensure. Students will be accepted into a vocational-technical program based on space availability. Students must complete the application process 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.

VII. SELECTION CRITERIA

When more students apply to Peabody Veterans Memorial High School CTE Programs than available seats PVMHS uses the following system to select students for admission.

1. Rising 9th-grade student applicants will be assigned a score derived from the sum of the sub-scores from each criterion below:

A. Scholastic Achievement: The student's average of all 3rd quarter transcripts final 8th grades.

Maximum points scored 5

Grade average: 0-65%	1
Grade average: 66%-74%	2
Grade average: 75%-85%	3
Grade average: 86%-94%	4
Grade average: 95%-100%	5

B. Attendance: The student's average of all 3rd quarter transcript absences.

Maximum points scored 5

more than 16 absences	0
11-15 absences	2
6-10 absences	3
1-5 absences	4
Zero absences	5

C. School Discipline: Maximum points scored 5

Maximum points scored 5

Any applicant who has been suspended or expelled under MGL Chapter 71, Section 37H or MGL Chapter 71 Section 37H1/2 or who has been suspended or expelled for greater than 10 days under MGL Chapter 71, Section 37H3/4 in **either the current school year or at any time in their previous school year will receive 0 points in this category. All other applicants will receive 5 points**

D. Selection Process

1. The sum of each applicant's score within each category will be calculated. The total number of points earned is divided by the maximum points earned (15 points) to obtain a number grade based on percent grading (out of 100%).
 2. Applicants will be ranked based on their sum score.
 3. Students will receive admission notification
2. Student applicants in tenth or eleventh-grade CTE programs will be placed into the selected program provided space is available in the program, students' ability to obtain an appropriate number of credits for graduation, and complete all program criteria for certification and or licensure.
3. A waitlist will be maintained by the Career & Technical Education Director and or Guidance Department for oversubscribed programs. The waitlist is valid for the current school year.

VIII. EXPLORATORY

Because Peabody Veterans Memorial High School offers 5 or more Chapter 74 state-approved programs, PVMHS provides a full-year Exploratory program for 9th-grade students

Exploratory students begin their journey into the Career and Technical Education program by enrolling in the Exploratory course. In this course, they have the opportunity to assess their interest and abilities. Throughout this period, which spans from September to April, students will delve into all the CTE programs available at PVMHS. They will follow a structured schedule, rotating through each program. From April to June, students will have the chance to dive even deeper into their ultimate program choice.

Throughout the exploratory year, students will actively engage in career planning. They will complete online career assessment evaluations to identify their unique talents and interests. Moreover, they will start to craft their personal professional portfolio. Students will also attend career seminars designed to inform them about various career opportunities. As part of this process, each student will write reflective pieces based on their experience after each Exploratory rotation. These reflections will be valuable resources for students when they decide on a chosen career path

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

- a. ***Program Interest:*** After exploring the **first half of all programs offered at Peabody Veterans Memorial High School** students will identify the top three Career and Technical Education programs they are most interested in.
- b. ***Final Program Selection:*** After exploring all **remaining 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.

IX. PROGRAM-SPECIFIC ADMISSION

Peabody Veterans Memorial High School uses the following systems for the students to identify and enroll in their Chapter 74 technical program:

EXPLORATORY SELECTION PROCESS

During the Exploratory period, each vocational instructor assesses and assigns grades to students. In instances where the number of students interested in a specific career program exceeds the available slots, the ranking based on evaluative grades determines the placement of students in that particular program

The evaluation process conducted by vocational teachers comprises five distinct areas, with a maximum allocation of 4 points. The five key areas are recorded on the established grading rubric include.

Employability and Attendance (4 points)

Production/Assignments (4 points)

Safety (4 points)

Effort and Participation (4 points)

Professional Performance (4 points).

Career Portfolio (4 points)

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%.

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.

PVMHS 10th AND 11th-GRADE STUDENTS:

Students who are enrolled in Peabody Public Schools in the tenth or eleventh grade will be placed in their selected program based on program availability, the student's ability to earn the

necessary graduation credits, and the completion of all requirements for certification and licensure. Additionally, a waiting list will be maintained by the Career and Technical Education Director and Guidance Department for programs where there are more applications than available program spots. This waiting list is valid for the current school year.

TRANSFER STUDENTS

Students who wish to transfer from one shop to another may apply for this 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.

X. REVIEW AND APPEALS

If Peabody Veterans Memorial High School does not accept an applicant or places them on a waitlist, the applicant or their parent/guardian may request that the Superintendent and or the Principal of Peabody Veterans Memorial High School review the decision, by sending a letter. PVMHS will respond in writing to the letter with the findings of the review within thirty days of receiving the request.

If after a review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent and or School Committee to appeal the findings.

The Superintendent and or School Committee will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter.

The Superintendent and or School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the meeting when the appeal is presented.

Non-Discrimination Policy: Peabody Public Schools does not discriminate based on 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.

PEABODY VETERANS MEMORIAL HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION
APPLICATION FOR ADMISSION

485 Lowell Street
Telephone (978) 536-4505



Peabody, MA. 01960
Fax: (978) 536-4565

Peabody Veterans Memorial High School admits students and makes available to them its advantages, privileges, and course of study without regard to race, color, sex, religion, gender, national origin, age, marital status, veteran status, sexual orientation, gender identity, disability or homeless status. Peabody Veterans Memorial High School has a published Admissions Policy. A copy may be obtained from Peabody Veterans Memorial High School Guidance, or the Career & Technical Education Director. The Admission Policy may be downloaded at <https://peabody.k12.ma.us/schools/pvmhs/> The Admissions Policy is available in multiple languages upon request. Students may wish to use the online portal for submission of their application at <https://peabody.k12.ma.us/programs/career-technical-education/pvmhs-cte-application>

APPLICANT SECTION

Applicant Name: Last: _____ First: _____ Middle: _____

Home Address: Street and Number: _____

City/Town: _____ State: _____ Zip Code: _____

Home Phone #: _____

Current School: _____ Current Guidance Counselor's Name: _____

Current Grade: 8 ___ 9 ___ 10 ___ 11 ___ Applying for Grade: 9 ___ 10 ___ 11 ___

PARENT/GUARDIAN SECTION

Parent/Guardian Name: Last: _____ First: _____ Middle: _____

Home Address: Street and Number: _____

City/Town: _____ State: _____ Zip Code: _____

Home Phone #: _____ Work Phone #: _____

Home Email: _____ Work Email: _____

GUIDANCE COUNSELOR SECTION

Please submit the record of grades, attendance, discipline and the recommendation form/letters as required by the Peabody Veterans Memorial High School CTE Admissions Policy.

Name of Guidance Counselor: _____

I will submit the required information by the due date. Yes • No • If no, please explain.

SIGNATURE SECTION

The statements and information furnished by the undersigned in this application form are true and complete.

The undersigned applicant's parent(s)/guardian(s) permit representatives of the sending school to release the applicant's records of grades, attendance, conduct/discipline to the Peabody Veterans Memorial High School Admission Office for the purpose of admission.

Our signatures certify that we have read and agree with the above statements.

Signature of
Student _____

Date: _____

Signature of Parent/Guardian _____

Date: _____

Signature of Current Guidance Counselor _____

Date: _____

VOLUNTARY INFORMATION SECTION

The information requested in this section is not required for admission. Submission of the information is entirely voluntary. Information submitted voluntarily by the applicant will not affect the applicant's admission to the school.

The information, if supplied, will be used for monitoring equal educational opportunity in the school district. In addition, note that applicants with disabilities may voluntarily self-identify to request reasonable accommodations during the entire application and admission process. Applicants who are English language learners or limited English proficient may voluntarily self-identify to receive interpretive services during the entire application and admission process.

Gender: • Female • Male

Race: • American Indian or Alaskan Native _____ • Asian or Pacific Islander _____ • Black _____ • White _____
• Hispanic _____ • Combination of two or more races _____ Birth City: _____

Person with a disability: • Yes _____ If yes, do you need accommodations during the application for admission process?
• NO _____ • Yes _____ Describe Needs: _____

Person who is an English language learner or limited English proficient: • Yes _____ If yes, do you need language assistance during the application for admission process? • NO _____ • Yes _____ Describe Needs: _____

**If you have any questions, please contact the Director of Career & Technical Education
Telephone (978) 536-4500**

TO BE COMPLETED BY THE CAREER AND TECHNICAL EDUCATION DIRECTOR

Director: _____ Date: _____

Approved: _____ Denied: _____

COMMENTS:

