

CAREER AND TECHNICAL EDUCATION ADMISSIONS POLICY

Massachusetts state regulations (603 CMR 4.00) require all state-designated Career Technical Education schools and programs to develop and implement admission, recruitment, and retention 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.

I. Equal Educational Opportunity

Attleboro Public Schools makes Career and Technical Education programs, privileges, and courses of study available to all students without regard to race, color, sex, gender identity, religion, national origin, immigration or citizenship status, sexual orientation, or disability.

APS is committed to providing educational opportunities to students experiencing homelessness. Please contact APS's Welcome Center with any questions.

Students with disabilities may voluntarily identify themselves to APS to request reasonable accommodations during the application process. Neither a student's disability nor the primary language of their home will have any effect on their placement into a CTE program. Consistent with Massachusetts regulations, APS has created a plan with deliberate, specific strategies to promote equal educational opportunities. Please refer to the APS District Curriculum Accommodation Plan.

II. Organizational Structure

Attleboro High School is a public high school with nineteen Chapter 74 Career and Technical Education programs, located in Attleboro Massachusetts.

It is the responsibility of the APS Superintendent to supervise the administration of the policies and procedures used to admit and place students, consistent with all applicable laws, regulations, and guidance.

III. Eligibility

Any current 9th grade student who is enrolled in Attleboro Public Schools may apply for placement into a Career and Technical Education program.

Homeschooled Students

Students who are homeschooled may enroll full-time in the Attleboro Schools and will be subject to the same, program placement standards as other applicants. Students who enroll in APS must enroll full-time.

Transfer Students

Students who transfer to APS will be placed into CTE programs if there is space at the time of transfer.

IV. Admission and Recruitment Policies

All students entering Grade 9 at AHS are eligible to participate in Technical Exploratory. Students rotate through all 19 CTE programs over the course of trimesters 1 and 2. This course provides an opportunity for all freshman

students to explore the various Career and Technical Education Programs. Students will spend approximately 5 days in all CTE programs, being introduced to the program of study. The Exploratory experience allows students to participate in hands-on activities representative of each technical area. In addition, students will investigate post-secondary and career opportunities in each area. The activities are designed to serve a variety of interests. Completion of Technical Exploratory is not a prerequisite for acceptance into a Career and Technical Education program of study, although many participants do decide to enroll as a result of their experience.

Technical Exploratory

If an incoming freshman class exceeds the number of seats available in the Technical Exploratory program, APS will apply a blind lottery to determine which students it will admit. The dates and terms of the lottery will be announced in advance, and the process will be made public. Applications will be made available November 1 for 8th grade students. The deadline for applications will be January 1. The lottery, if required, will be held prior to January 31, and notification of details will be published two weeks ahead of the designated date. If a parent wishes to appeal, they may do so before March 1, and the student application and lottery data will be reviewed.

APS maintains a calendar of events on its website attleboroschools.com including information on the events open to eighth grade families, including an open house in the fall and spring. Students and their families can request hard copies of the calendar by calling or emailing the CTE Office. The website also provides information on the placement process, as well as information about CTE programs, course descriptions and college and career pathways.

Attleboro High School offers tours of its facilities and CTE programs to students and families upon request. To request a tour, please call or email our CTE Office.

All freshman parents/guardians will be required to complete a form that attests to the following:

- Student/family requests a tour of programs.
- Students/family declines a tour of programs.

V. Program Placement Process

All freshman students will have access to a Google form application during the last week in January.

- The application deadline is January 31.
- Completed applications received by January 31 will be reviewed.
- Students will be notified if their application or any information is missing.
- All students will be scored based on grades, attendance and conduct from Trimester 1 records.
- Students will be placed in their first-choice programs unless the program is oversubscribed in which case they will be placed according to their scores and waitlists will be created.

Applications received after the deadline will be evaluated based on available seats.

If a student's primary home language is not English, APS will provide them with an application form in their home language. Please contact our CTE Office if you have questions or need help filling out the application form.

VI. Appeals Process

Students will be notified of their placements by February 28. If a student is placed on a waitlist for their first-choice program, the applicant or their parent/guardian may request that the CTE Director review that decision by March 6.

The CTE Director will respond to these requests for review in writing and indicate whether the decision to deny placement to the student, or waitlist the student, will stand or be overturned. In making this determination, the CTE Director will review the accuracy of the application and process.

VII. Retention Strategies

CTE teachers deliver engaging, relevant educational experiences that align with industry standards and the Massachusetts Department of Education CTE Frameworks. Teachers employ instructional strategies and support, delivering modifications and accommodations where necessary, appropriate and/or designated by a student's educational plan, status and/or needs, including English Language Learners. Students are encouraged to explore non-traditional career paths by addressing stereotypes and expanding their view of career possibilities. Advisory systems and regular student check-ins will be used to identify early signs of disengagement in attendance, behavior, or performance and to connect students with appropriate interventions.

VIII. Maintenance of Records

APS maintains records of all students who apply, enroll, or are waitlisted, and their program placement criteria, to facilitate analysis of its program placement system and compliance with applicable laws and regulations. APS provides this information to DESE upon request. APS will maintain records of each application which includes a score calculated based on grades, attendance, and conduct. If a lottery becomes necessary for Exploratory, the lottery will be done electronically and data that outlines the lottery process and results will be generated and made available upon request.

Source:

- Guidance from the MA Department of Elementary and Secondary Education

Legal References:

- M.G.L. Chapter 74
- 603 CMR 4.00

Cross Reference:

- JF: School Admissions Policy
- JF-E1: Proof of Residency Requirements
- JFABH; Middle School Pathway Exploration Policy

Additional Reference:

- APS District Curriculum Accommodation Plan.