



Admission Policy

To obtain a copy of this policy in Spanish, Cape Verde Creole, or Haitian Creole contact the guidance office at MPTVHS or BPS Welcome Center

<http://www.bostonpublicschools.org/domain/280>

I. INTRODUCTION

An admission process is necessary in career vocational technical high schools where space is a limiting factor. Career vocational technical experiential programs are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex with 19 career vocational technical education (CTE) programs 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 Madison Park Technical Vocational High School (MPTVHS) will be evaluated using the criteria contained in this admission policy. The Boston School Committee approved this policy on (insert date once approved).

II. EQUAL EDUCATIONAL OPPORTUNITY

MPTVHS admits students and makes available to them its advantages, opportunities, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness status.

Students with limited English proficiency may seek assistance from MPTVHS in completing the necessary forms and interpreting during the entire application and admission process upon request of the applicant. Students with disabilities 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 the applicant's admission to the school. Applications are available in multiple languages.

III. ELIGIBILITY

Any eighth, ninth, or tenth grader who is a resident of the city of Boston and expects to be promoted to the grade they seek to enter, is eligible to apply for fall admission subject to the availability of openings at MPTVHS. Priority for admission is given to residents of the city of Boston. Residency in Boston must be verified by the Boston Public Schools (BPS) Welcome Center.

Students who are not residents of the city of Boston are eligible to apply for admission subject to the availability of program space at MPTVHS 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 PROCESS

Applications from students in grades 10, 11 and 12 who are moving to the City of Boston, and who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school district (transfer students) will be considered for admission if they wish to pursue the same program of study at Madison Park Technical Vocational High School.

Residency in Boston must be verified by the Boston Public Schools (BPS) Welcome Center.

McKinney -Vento Homeless Education Assistance Act

Students who are homeless will be accepted to MPTVHS according to the selection criteria contained in this admission policy.

Home Schooled

Students who are formally being home schooled may apply for admission to MPTVHS provided all Admissions Policy criteria are followed. The home school student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school Superintendent. Home schooled students will be accepted to MPTVHS according to the selection criteria contained in this admission policy. Please refer to Section VI: Application Process for additional information regarding selection criteria.

IV. ORGANIZATIONAL STRUCTURE

The Madison Park Technical Vocational High School is a public high school located in Boston, MA serving students throughout Boston's neighborhoods with prime location near industries and employers providing easy accessibility to public transportation. Ensuring each applicant equal access to a public career vocational technical educational institution, MPTVHS is accredited by the New England Association of Schools and Colleges. It is in compliance with state and federal laws and regulations including Department of Elementary & Secondary Education Chapter 74 approval for all 19 vocational technical education programs offered. MPTVHS is committed to providing a quality career vocational technical education that prepares applicants for technologically advanced careers and post-secondary educational success.

It is the responsibility of the Executive Director and Headmaster to supervise the administration of the policies and procedures required to admit and enroll applicants into MPTVHS in conformity with this Admission Policy. MPTVHS has an Admissions Team appointed by the Executive Director. The Admissions Team is made up of the Director of Student Support Services, Director of Career Vocational Technical Education; SEI Director, Special Education Director, and Academic Director or their appointees.

Responsibilities of the Admissions Team include:

- a. determination of standards for admission
- b. development and implementation of admission procedures
- c. processing of applications
- d. ranking of students for admission
- 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

V. RECRUITMENT PROCESS

The MPTVHS Admissions Team are responsible for disseminating information about MPTVHS through district initiatives, production and dissemination of promotional and marketing materials, attending 7th and 8th grade assemblies, the Career Exposition and Open Houses.

- a. Every fall the recruitment process begins with a day long Career Exposition followed by two open houses. Students and their families will have an opportunity to see first-hand the various technical vocational career options offered, speak with the teachers as well as with members of the administration and guidance staff.
- b. Parent(s)/guardian(s) may also schedule individual visits at a mutually convenient time.
- c. Brochures, which describe vocational technical programs, career pathways, academic courses, clubs, sports, and cooperative education, are distributed during the Career Exposition and the Open House.

VI. APPLICATION PROCESS

Application process for admission to the ninth and tenth grade:

General Process:

Students interested in applying to MPTVHS for fall admission to the ninth and tenth grade must:

- (1) Obtain an application from Madison Park website (www.madisonparkhs.org) or their school counselor.
- (2) Return the completed application form to their counselor before the last Friday in February.
- (3) Have their sending school counselor gather items 2-5 and send them to the admission committee at MPTVHS before the last Friday in February.

Completed applications to enter ninth grade must include:

- (1) Completed application form with required signatures.
- (2) Final English and Math grades from 7th grade and 1st term of 8th grade from the school report card.
- (3) Total of unexcused absences from 7th grade and 1st term of 8th grade from the school report card.
- (4) School discipline/conduct report from 7th grade and 1st term of 8th grade.
- (5) Written recommendation from sending school counselor.

Completed applications to enter tenth grade must include:

- (1) Completed application form with required signatures.
- (2) Final English and Math grades from 9th grade school report card.
- (3) Total of unexcused absences from 9th grade school report card.
- (4) School discipline/conduct report from 9th grade.
- (5) Written recommendation from sending school counselor.

If incomplete applications are received, the following procedures will be followed:

- (1) the guidance office at MPTVHS will notify the counselor responsible for submitting the application that the application is incomplete and will request prompt completion of the application;
- (2) the applicant's parent(s)/guardian(s) will be notified by the MPTVHS guidance office in the event that the problem is not resolved by the counselor within five business days; and
- (3) if after notifying the counselor and the parent(s)/guardian(s), the application remains incomplete for ten school days, the application will

be voided

HOME SCHOOL PROCESS

Students who are formally being home schooled may apply for admission to MPTVHS provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent and if grades are not available, a representative sample or portfolio of the student's body of work in English language arts or its equivalent, and math. Home-schooled students will be ranked on their portfolio/grades (50%), and recommendation (50%).

TRANSFER STUDENTS PROCESS

Applications from students in grades 10, 11 and 12 who are moving to the City of Boston, and who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school district (transfer students) will be considered for admission if they relocate away from their current school and wish to pursue the same program of study at Madison Park Technical Vocational High School.

Residency in Boston must be verified by the Boston Public Schools (BPS) Welcome Center.

Grades 10, 11 and 12 transfers from another Chapter 74 approved career vocational technical program:

- (1) application form with all responses and signatures
- (2) final English and Math grades from the previous school year and 1st term of current year from the school report card
- (3) total of unexcused absences from the previous school year and current school year record of unexcused absences from the local school report card
- (4) discipline/conduct report from the previous school year and current school year record of discipline report from the local school record
- (5) written recommendation by the sending school counselor
- (6) all transfer applicants must attend an informational meeting at MPTVHS

LATE APPLICATIONS

Applications received after the last Friday in February will be evaluated using the same criteria as other applications and the composite score will be computed. It will be placed in rank order on a waiting list. The wait list will be maintained for the rest of the school year.

WITHDRAWN STUDENTS:

Students who withdraw may reapply to MPTVHS following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

Completed applications are processed by the Admission Team using academic achievement, attendance, school discipline, and educator recommendation. Each applicant will be assigned a score derived from the total of the selection criteria.

Academic Achievement: Maximum 20 points

Rating	Points
90-100	20
89-79	15
78-60	10

59 or below	5
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For applications to grade 9, the final grades in English and Math from 7th grade report card and 1st term of 8th grade are used. For applications to grades 10, 11 and 12 the previous school year final grades and the 1st term of current grades in English and Math from the report card are used.

Attendance: Maximum 15 points

Unexcused Absences	Points
0	15
1-5	10
6-10	5
11+	0

For applications to grade 9, the sum of 7th grade and first term of 8th grade of unexcused absences from the sending school report card is used. For applications to grades 10, 11 and 12 the sum of the previous school year and 1st term of current school year of unexcused absences from the sending school report card are used.

School Discipline/Conduct: Maximum 15 points

Discipline Rating	Points
No Discipline Incidents	15
1-5 Minor Incidents	10
6 + Incidents and 1 Suspension	5
more than 1 Suspension	0

For applications to grade 9, the 7th grade and first term of 8th grade discipline/conduct records are used. For applications to grades 10, the previous school year school discipline/conduct records are used.

Counselor Recommendation: Maximum 20 points

Rating	Points
Strong	20
Above Average	15
Average	10
Below Average	5

After points are given in each area, the points are totaled for each applicant. A maximum total of 70 points can be earned.

VIII. SELECTION PROCESS

The Admissions Team at MPTVHS will review, discuss and make recommendations for action on all applications. The Admissions Team is made up of the Director of Student Support Services, Director of Career Technical Vocational education, SEI Director, Academic Director and Special Education Director or their designee. The Admissions Team considers grades, attendance, discipline/conduct and Counselor Recommendation. Applications are reviewed, processed and assigned points.

After a point total for each applicant has been determined, all applicants are placed in order of their "point total". The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting applicants from the waiting list. These applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria. The wait list will be maintained for one school calendar year.

Applications received after the last Friday in February will be evaluated using the same criteria as other applications, and their composite score will be integrated in rank order and if a seat is vacant they will be accepted if not their name will be placed on the wait list.

All applicants whose applications are received by MPTVHS by the last Friday in February are notified of their status by a letter to their parents/guardians and their school counselor **March 21**. Applicants whose applications were not received by MPTVHS by the deadline will receive a letter informing them of their status.

VIII. ENROLLMENT

In order to enroll at MPTVHS for the fall, applicants must have been promoted to the grade they seek to enter by their sending school. In addition, they must have passed courses in English Language Arts or its equivalent and Math for the school year immediately preceding their enrollment at Madison Park Technical Vocational High School.

X. VOCATIONAL TECHNICAL EXPLORATORY PROGRAM PLACEMENT

All ninth graders enrolled at MPTVHS will participate in an exploratory program. The exploratory program offers every freshman the opportunity to learn about their talents and interests within the MPTVHS 19 Career Technical Education (CTE) programs. During freshman year students attend CTE program three periods a day every other week. Students will rotate through each of the career technical vocational programs three periods per day. Once that is done students will then narrow their interests and select 3 CTE programs of interest and be assigned 2 nontraditional gender options. Students will spend one week in each of these 5 CTE programs.

During each of the five week long rotations, exploratory students are evaluated and scored in the following way: written assignment 20%; participation/effort 30%; workplace readiness 30% and project work 20%. A student may earn up to 100% in each program exploratory. Students are admitted into the CTE program based on a ranking derived from the total points received based on the following four criteria:

- a) CTE Teacher Evaluations (50 pts): derived from the point total received in all CTE programs combined during the exploratory period.
- b) Academic Grades (20 pts): consisting of English and Math see rubric from Section VII Selection Criteria.
- c) Attendance (15 pts): attendance see rubric from Section VII Selection Criteria.
- d) Discipline (15 pts): discipline see rubric from Section VII Selection Criteria.

The maximum possible point a student may earn is 100 points. For example, a student with a point total of 92 would be admitted before a student with a point total of 90. If a tie score occurs and there is not a seat available in that program, the CTE Director will interview those students and determine the appropriate placement for each student. Students will be placed into their CTE

program beginning February 22. Freshman continue their exploratory while in their chosen CTE with the option to transfer to another CTE program by the end of freshman year.

If a CTE program fills, based on point total, before a student gets his or her first choice, the CTE Director then moves to the student's second or third choice depending upon whether there is an opening in the CTE program. If a student's point total is so low that he or she was not placed in his first, second or third CTE program choice because the programs were filled by students with higher point totals, the CTE Director will meet with the student and present a list of the CTE programs with openings and ask the student to choose one of them. This process continues until all students are placed. After placement, students continue to work in the CTE program in which they were placed for the remainder of their freshman year and the school years to follow.

If a student wishes to transfer to a different vocational technical education program, he or she may apply to transfer to another CTE program. Transfer requests will be considered subject to the availability of openings in the requested CTE program per the ranked waiting lists maintained by the CTE Director. Each transfer applicant will be counseled individually to determine the appropriateness of the ensuring that students know that a graduation requirement is enrollment in the same CTE program for both their junior and senior year.

Students who enroll at MPTVHS after grade nine may do a shadowing for one day in as many of the 19 vocational technical programs that have openings, before making a program selection. Students are evaluated by each CTE teacher during the period of shadowing using the same five criteria listed above. If the number of enrollees seeking a particular CTE program exceeds the number of openings, a ranked waiting list will be maintained by the CTE Director.

XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from the MPTVHS indicating that the applicant was not accepted or was placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Headmaster of MPTVHS within thirty days of the receipt of the rejection/wait list letter. The Headmaster will respond in writing to the letter with his/her decision of the appeal within thirty days of the receipt of the letter. If after the review, the parent(s)/guardian(s) wish to appeal the findings of the review they may do by sending a letter to the Executive Director of MPTVHS.