

MADISON PARK TECHNICAL VOCATIONAL HIGH SCHOOL

ADMISSIONS POLICY

INTRODUCTION

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.

I. ADMISSIONS

Applicants are required to submit a completed application and a statement of interest. When Madison Park Technical Vocational High School receives more applications than it has available seats, Madison Park Technical Vocational High School applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-residents seeking the same program. Madison Park Technical Vocational High School's admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Madison Park Technical Vocational High School admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Madison Park Technical Vocational High School is committed to ensuring equity of access for all and does not use grades, attendance, or conduct history in determining eligibility for admission.

Madison Park Technical Vocational High School's application is available on our website, <https://madisonpark.bostonpublicschools.org>, in all languages. Please contact our Admissions Office at 617-635-8970 or email jfoster2@bostonpublicschools.org if you have questions or need help filling out the application form.

Madison Park Technical Vocational High School is committed to providing educational opportunities to students experiencing homelessness. Please contact Madison Park Technical Vocational High School's liaison by phone at 617-635-8970, email lmaldonado2@bostonpublicschools.org, or visit Madison Park Technical Vocational High School at 75 Malcolm X Boulevard, Boston MA 02120. with any questions.

Students with disabilities or students who receive accommodations through a 504 may voluntarily identify themselves to Madison Park Technical Vocational High School to request reasonable accommodations during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Madison Park Technical Vocational High School.

Consistent with Massachusetts [regulations](#), Madison Park Technical Vocational High School has created a plan with "deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile" as follows:

- All recruitment and application materials are translated into the major home languages of Boston Public Schools
- Interpretation is provided at every step of the process
- Students are recruited from the Boston Public Schools, charter schools, private schools, and through non-school based organizations including Boys & Girls Clubs, YMCAs, and local houses of worship.

- In addition, a data review will be conducted each year to ensure that Madison Park Technical Vocational High School is attracting, enrolling, and retaining a student population that, when compared to students currently enrolled at Madison Park Technical Vocational High School and in similar grades in Boston, has a comparable academic and demographic profile. If discrepancies are found, a root cause analysis will be conducted and appropriate actions will be taken.

III. ELIGIBILITY

Any current 8th grade student or current or rising 9th or 10th grade student who is a resident of Boston may apply for admission to Madison Park Technical Vocational High School. Students may only be admitted to Madison Park Technical Vocational High School if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

Please note that the district has strategic plans to change the organizational structure of Madison Park Technical Vocational High School to a 7-12 school as part of its plan for a new or renovated Madison Park. As that process unfolds, the school and district will partner to update its admissions policy to reflect the new grade structure.

NON-RESIDENT STUDENTS:

Students who are not residents of Boston are eligible to apply for admission to Madison Park Technical Vocational High School. Please be aware that residents of Boston who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend Madison Park Technical Vocational High School full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Madison Park Technical Vocational High School and will be subject to the same admissions standards as other applicants. Transfer students already participating in Chapter 74 programs at another school may apply for admission at any point in the school year.

SCHOOL CHOICE:

Boston Public Schools does not participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

IV. ORGANIZATIONAL STRUCTURE

Madison Park Technical Vocational High School is a Boston Public School.

The Head of School at Madison Park Technical Vocational High School is:

Dr. Sidney Brown

75 Malcolm X Boulevard

Roxbury, MA 02120

madison@bostonpublicschools.org

617-635-8970

It is the responsibility of Madison Park Technical Vocational High School's Head of Schools to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

All questions regarding admissions should be directed to:

Jennifer Foster

Admissions Coordinator

Madison Park Technical Vocational High School

75 Malcolm X Boulevard

Roxbury, MA 02120

jfoster2@bostonpublicschools.org

617-635-8970

V. ADMISSIONS COMMUNICATION POLICIES

Madison Park Technical Vocational High School maintains a calendar of events on its website, <https://madisonpark.bostonpublicschools.org>, where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing either the Admissions Office at 617-635-8970 or jfoster2@bostonpublicschools.org or Boston Public Schools Welcome Services at 617-635-9010. Madison Park Technical Vocational High School also shares recruitment information with potential applicants in the following ways:

- MPTVHS receives an updated list of all BPS schools with 7th and 8th grade students annually
- Presentations are conducted at all of these schools
- MPTVHS is a part of the High School Fair at each BPS school with 8th grade students
- 7th and 8th Grade Guidance Counselor Breakfast/Luncheon (twice per year)
- Parent/Family Fairs are held at MPTVHS two to three times per year
- Student/Family tours are available upon request and can be scheduled as described below
- Interested students are given the opportunity to be transported from their 8th grade school to MPTVHS for a tour and informational session
- Promotional video available on website

Madison Park Technical Vocational High School offers tours of its facilities to interested applicants. To request a tour, please call or email our Director of Strategic Communication by phone at 617-635-8970 or via email at bcruthird@bostonpublicschools.org. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH GRADE

1. Students interested in applying to Madison Park Technical Vocational High School for fall admission to the 9th or 10th grade must:

Complete an application found on the Madison Park Technical Vocational High School website at <https://madisonpark.bostonpublicschools.org>. In addition students need to submit a statement of interest that explains why they are selecting MPTVHS and how they feel MPTVHS will help them meet their future goals. The statement of interest may take the form of a written statement, a video, a slideshow, or an interview. All materials must be received by the MPTVHS Admissions Office according to the following timeline.

- First Week of February : Deadline to apply for 9th & 10th Grades and be eligible for lottery
- Last Week of February: Lottery held
- End of March: School Assignment letters mailed by the Boston Public Schools
- Summer: Waitlist Admissions and 10th grade openings filled

Interviews for students selecting this form for their statement of interest will sign-up for a time slot through the online application or contacting the admissions office at 617-635-8970. Student interviews are scheduled and held on an ongoing basis following receipt of application until the 2nd week of February.

The admissions committee will consider extenuating circumstances that impact a student's ability to complete all aspects of the application.

All parts of the application, including the statement of interest, are made available in and may be completed in each applicant's home language.

LATE APPLICATIONS/WAITLIST

Candidates for fall admission to grades 9 or 10 who apply after the due date and meet the minimum criteria will be placed on the waitlist based on the date of application. The waitlist will remain in place for one school year. At the conclusion of the school year, applicants will be asked if they would like to be considered for seats that become available within their graduating class. Applicants will be invited to resubmit their materials for submission in the new lottery/waitlist if seats are available.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to Madison Park Technical Vocational High School. Please contact the Admissions Office by phone at 617-635-8970 or via email at jfoster2@bostonpublicschools.org with any questions or to request an application form.

WITHDRAWN STUDENTS

Students who withdraw from Madison Park Technical Vocational High School may reapply for admission following the procedures contained herein. Applications for readmission will be evaluated using the same criteria contained in this Admission Policy.

VII. SELECTION PROCESS

When more students apply to Madison Park Technical Vocational High School than available seats, Madison Park Technical Vocational High School will apply a minimum-requirement lottery. Applicants must complete the three required elements (Application, Artifact, Letters of Recommendation) to be considered for the lottery to determine which students it will admit. The number of students accepted each year will be determined by the three-year average of the previous year's October 1 enrollment numbers that are submitted to the MA Department of Elementary and Secondary Education. The criteria Madison Park

Technical Vocational High School applies has been approved by its school committee, and the school committee will approve the use of these criteria annually. Madison Park Technical Vocational High School's admission policy is available on the school website and is on file at the MA Department of Elementary and Secondary Education.

VIII. EXPLORATORY PROGRAM

Because Madison Park Technical Vocational High School offers 5 or more Chapter 74 state-approved programs, Madison Park Technical Vocational High School provides a half-year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

The exploratory program is divided into three phases. During phase one students are exposed to all vocational programs during the first two weeks of school. During the second phase, students select their top six vocational programs and spend 4 days in each program. In the third and final phase, students narrow their choices to their top two vocational choices and spend 1 ½ weeks in each. Incorporated into this exploratory program are crossover skills, or skills that are necessary for all vocational programs. Students spend a minimum of 11 weeks or 165 hours in exploratory which includes 15 hours dedicated to crossover skills. Upon completion of exploratory students are assigned to their vocational program.

IX. PROGRAM-SPECIFIC ADMISSION

Madison Park Technical Vocational High School uses the following system for students to identify and enroll in their Chapter 74 technical program:

Students who enroll at Madison Park Technical Vocational High School complete a three phase exploratory program during the first half of their 9th grade year. Students are exposed to all vocational programs in the beginning and start to narrow down their choices in the following phases.

- Phase One: Exposure. Students explore two vocational programs each day during their first two vocational weeks.
- Phase Two: Top Six. After completing phase one, students select six vocational programs that they are interested in exploring further. During this phase they spend four days in each vocational program.
- Phase Three: Top 2. After completing phase two, students select two vocational programs that they are interested in exploring on a deeper level. Students spend 1 ½ weeks exploring each program they selected.
- By the end of the Exploratory Program students will have spent 11 weeks or 165 hours in exploratory, inclusive of the 15 hours dedicated to universal crossover skills

During exploratory rotations, teachers use a rubric to evaluate students in their exploratory class. They are scored on a 1-5 scale for participation and project work completed during the class. Students also earn points by completing a brief online reflection journal entry for each rotation. Students are assured that they do not need to be expert in any subject, but simply try out each project, participate in discussions, ask questions and learn from each exploratory rotation. Students are informed that they earn points for their positive participation in each rotation. Scoring is not based on behavior or attendance; and it is not based on any expectation of advanced skills or aptitudes. Rather, the scores are based simply on positive participation in the class activities. Scores are adjusted so that any students who transferred into the school late in the semester, or who have excused absences, do not lose points for the missed days.

At the end of the exploratory program, students identify their top four choices, ranked from 1st choice to 4th choice. The assignment routine is automated, and starts with a list of students, arranged from highest score to lowest score. There is also a list of programs, with the number of available seats. As the routine loops through the list of students, for each student, the routine looks at the first choice. If there is an available space, the student is assigned to that program. If not, the routine looks at the second choice. If there is an available space, the student is assigned to that program. If not, the routine looks at the third choice. If there

is an available space, the student is assigned to that program. Or if not, the routine looks at the fourth choice. If there is an available space, the student is assigned to that program.

X. REVIEW AND APPEALS PROCESS

If Madison Park Technical Vocational High School does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Admissions Coordinator at Madison Park Technical Vocational High School review that decision by the first week of April. These requests can be made in the following ways:

By email	By hard-copy mail or hand delivery
jfoster2@bostonopublicschools.org	Jennifer Foster Admissions Coordinator Madison Park Technical Vocational High School 75 Malcolm X Blvd Roxbury, MA 02120

The Admissions Coordinator will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Head of Schools or their designee will review the following information:

- Student's Application for Completeness
- Student's Place on the Waitlist (if applicable)

XI. MAINTENANCE OF RECORDS

Madison Park Technical Vocational High School maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Madison Park Technical Vocational High School will provide this information to the Department upon request.