

**WATERTOWN HIGH SCHOOL  
ADMISSIONS POLICY  
for  
CHAPTER 74  
VOCATIONAL TECHNICAL EDUCATION PROGRAMS**

**March 9, 2022**

**I. INTRODUCTION**

A program selection process is necessary for chapter 74 vocational technical programs in which there are more applicants than openings. All vocational technical education program applicants for grades ten through twelve at Watertown High School will be placed using the program selection process contained in this document that aligns with the school's course selection process.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

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

If there is a student with limited English proficiency, a qualified staff member from Watertown High School will assist the applicant in completing the necessary program selection forms and assist in interpreting during the entire program selection process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the program selection process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the program selection process, will not affect the applicant's enrollment into the vocational technical education programs.

**III. ELIGIBILITY**

Any rising tenth, eleventh, or twelfth grade student who is a current or incoming student at Watertown High School eligible to apply for enrollment during the school year subject to the availability of openings in the vocational technical education programs at Watertown High School. Students will be evaluated using the selection criteria contained in this program selection process.

**IV. ORGANIZATIONAL STRUCTURE**

Watertown High School is a public school located in Watertown, Massachusetts. Watertown High School is accredited by the New England Association of Schools and Colleges and is committed to providing quality vocational technical education programs.

It is the responsibility of the Watertown High School Principal to supervise the administration of the program selection process for chapter 74 vocational technical education programs and enroll applicants in conformity with this process.

The Watertown High School Guidance Department will implement the admissions policy, including:

- A. informing students of CVTE programs
- B. processing of admissions requests
- C. ranking of students
- D. enrollment of students according to the admissions criteria
- E. establishment and maintenance of a waiting list of acceptable candidates

The Watertown High School Guidance Department is responsible for disseminating information about Watertown's vocational technical education programs to students through the individual and group guidance process and for collecting program selection requests from students.

## V. RECRUITMENT PROCESS

Watertown High School disseminates information about CVTE programs through...

- a. Visitations with an informational slide presentation to 8th grade classes in local schools from October to January are scheduled.
- b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings.
- c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- d. Brochures, which describe vocational technical programs including academic programs, cooperative education, and special education resources, are distributed during the 8th grade visitations and the Open House.

It is important school personnel mindfully avoid cultural, gender, and/or racial bias, as well as bias based on the perception of student ability.

## VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO TENTH, ELEVENTH, AND TWELFTH GRADE CVTE PROGRAMS

- 1. Students interested in applying to Watertown High School CVTE programs for fall admission to the tenth, eleventh or twelfth grade must:
  - a. obtain an application from Guidance as early in the school year as possible.
  - b. return the completed application form to Guidance by the deadline set by Watertown High School.
- 2. If incomplete applications are received, the following procedures will be followed:
  - a. The applicant's parent(s)/guardian(s) will be notified by the Watertown High School Guidance Office.
  - 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 April 1st will be evaluated using the same criteria as other applications and the composite score will be integrated in rank order on the established waiting list.

OR

Applications received after the deadline may not be accepted. If accepted, they will be will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on a waiting list with other late applications.

OR

Applications received after the deadline may not be accepted. If accepted, they will be will be evaluated using the same criteria as other applications and the composite score will be computed. They will be placed in rank order on the established waiting list.

### TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Watertown High School. All transfer applicants must attend an informational meeting at Watertown High School. If the applicant or parent/guardian cannot provide transportation, an official from Watertown High School will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

### WITHDRAWN STUDENTS

Students who withdraw from Watertown High School, whether or not they attend another high school in the interim, may reapply to Watertown High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

## VII. SELECTION CRITERIA

There are no program selection criteria to enroll in a chapter 74 program at Watertown High School for grade ten students. If the program is oversubscribed, a lottery will be held to determine enrollment and waiting list order. Students enrolled in the chapter 74 program in grade ten will be automatically enrolled in the program continuation programs in grades eleven and twelve.

## VIII. SELECTION PROCESS

### SELECTION PROCESS

The Guidance Department at Watertown High School will administer the program selection process.

Students who make a program selection request for enrollment in the vocational technical education programs at Watertown High School will be enrolled in the program. If there are more students seeking to enroll in a program than there are seats available, a lottery will be held to rank the students and determine who will be enrolled in the program as well as the order of waiting list

students. All students are enrolled or placed on a waiting list. If openings occur, the seats are filled by enrolling students from the waiting list.

All student names in the lottery will be drawn and receive a number. The student with the number 1 will be enrolled in the program followed by number 2 and so on until the program is at capacity. The remaining students will be ranked according to their lottery number and placed on a waiting list. If a seat becomes available, the next student on the wait list will be invited to enroll in the program. This waitlist will remain valid for the first semester of tenth grade. Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Watertown High School by April 1 are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by mid-May. Applicants whose applications are not received by Watertown High School by April 1st will receive a letter each school quarter informing them of the decision.

#### TRANSFER PROCESS

Students who wish to transfer from one program to another may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested programs. Each student requesting a transfer will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student. It is important counseling personnel mindfully avoid cultural, gender, and/or racial bias, as well as bias based on the perception of student ability.

### IX. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Watertown High School indicating that the applicant was not accepted or was placed on a wait list, may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the rejection/wait list letter. The Principal will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent(s)/guardian(s) wish to appeal the findings of the review this may be done by sending a letter requesting that they be scheduled to appear before the Superintendent to appeal the Principal's findings. The Superintendent will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent(s)/guardian(s) wish to appeal the findings of the review this may be done by sending a letter requesting that they be scheduled to appear before the School Committee to appeal the Superintendent's findings. The School Committee will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.