

## **I. INTRODUCTORY STATEMENT**

Cambridge Rindge and Latin School is a public comprehensive secondary high school serving students in grades nine through twelve. The high school offers vocational-technical programs at its Rindge School of Technical Arts. The Cambridge School Committee seeks to provide a safe and productive educational environment for all students attending the Rindge School of Technical Arts.

In order to promote a safe and productive educational environment at the Rindge School of Technical Arts, the vocational-technical laboratories are designed and equipped to serve a specific maximum number of students in accordance with the provisions of the applicable collective bargaining agreements between the Cambridge Teachers Association and the Cambridge School Committee, as then in effect. As a result, in order to ensure that vocational-technical programs are not oversubscribed and to ensure that students attending the Rindge School of Technical Arts are provided with quality vocational-technical and academic educational offerings, the Cambridge Public Schools, in accordance with the provisions of M.G.L.c. 74 and 603 C.M.R. 4.00 *et seq.*, establish the following admissions and selection process. This admissions and selection process will ensure that at that point in time when the number of students applying to participate in the vocational-technical and academic educational offerings of the Rindge School of Technical Arts exceeds the number of spaces available that clear procedures will be in place to determine which applicants may most benefit from these educational opportunities.

All applicants to the Rindge School of Technical Arts will be evaluated using the criteria contained in this Admissions Policy, which was approved by the Cambridge School Committee on September 7, 2004.

## **II. EQUAL EDUCATIONAL OPPORTUNITY STATEMENT**

The Rindge School of Technical Arts admits students and makes available to the students the opportunities, advantages, privileges, and courses of study of the Rindge School of Technical Arts without regard to race, color, sex, religion, national origin, sexual orientation and/or disability.

If there is an applicant for admission to the Rindge School of Technical Arts with limited English proficiency, a qualified representative from the Rindge School of Technical Arts will be available to provide assistance to the applicant in completing the necessary forms and interpreting during the entire application and admissions process.

If there is an applicant for admission to the Rindge School of Technical Arts with a disability or a handicap, the student may voluntarily self-identify for the purpose of requesting support and/or reasonable accommodations from the Rindge School of Technical Arts during the entire application and admissions 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 admissions process, will not affect the applicant's admission to the Rindge School of Technical Arts.

### **III. ELIGIBILITY**

Any eighth grade student who is a resident of the City of Cambridge and who expects to successfully complete his or her current grade is eligible to select the technical arts exploratory elective, subject to the availability of openings.

Any ninth grade student who is a resident of the City of Cambridge and who expects to successfully complete his or her current grade is eligible to select a Level I course at the Rindge School of Technical Arts, subject to the availability of openings. Any ninth grade student who is attending a school district that is a member of the SOLVED Collaborative<sup>1</sup> and who expects to successfully complete his or her current grade is eligible to apply for fall admission to take a Level I course in a technical-vocational major at the Rindge School of Technical Arts, subject to the availability of openings. All other CRLS students seeking to take a Level I course as an elective are eligible to select a Level I course at the Rindge School of Technical Arts as an elective,

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<sup>1</sup> The Cambridge Public Schools is a member district of the Shore Educational Collaborative's Shore Occupational Learning and Vocational Educational Division ("SOLVED"). SOLVED provides access to exploratory experiences for students in member districts so that students may explore the particular program in which they have an expressed interest along with additional areas. The Cambridge Public Schools Rindge School of Technical Arts provides exploratory experiences to SOLVED member school district students provided that they are enrolled in a SOLVED member school district for this purpose. Likewise, SOLVED member school districts provide these experiences for Cambridge Public School students enrolled in the Cambridge Public Schools Rindge School of Technical Arts for this purpose. After the exploratory program, SOLVED member school district students are eligible to apply for admission to schools of member districts in those instances where the student's home school district does not offer the particular vocational-technical program that is of interest to the student. Students must meet the admission criteria for the school and then the program placement criteria of the member district where the program the student is seeking to enter is located. SOLVED member school district students will be evaluated and ranked using the criteria set forth in the Admissions Policy. Ninth grade students from collaborative districts may elect to explore specific vocational areas that are not offered within their District and participate in the freshman vocational selection process at the Rindge School of Technical Arts. Such students will be evaluated in the exploratory according to the established grading rubric. If SOLVED member school district students are selected for a vocational placement, slots will be held for those students and they will be given the opportunity to transfer to the collaborative school district for enrollment as tenth graders. All collaborative students will have to meet the basic requirements of promotion to the grade they seek and passing grades in English language arts or the equivalent and mathematics. Collaborative students may be denied admission if their discipline records contain infractions involving weapons, drugs, assault on school staff or school threats. Collaborative students also may be denied admission if the student has been charged with a felony or had a felony delinquency complaint issue against the student or the student has been convicted, adjudicated or admitted in court of guilt with respect to a felony or felony delinquency. Sending school district will be responsible for transportation for exploratory and freshmen students. SOLVED member school district students are not eligible for first time admission as eleventh or twelfth grade students unless they are transferring from another vocational-technical program, and then they must follow the transfer procedures set forth in Section VI.C.

subject to the availability of openings. If there are no openings, CRLS students seeking to take a Level I course as an elective will be placed on a waiting list after students placed in a vocational-technical program in the Rindge School of Technical Arts or students of member school districts of the SOLVED Collaborative who have been admitted to the Rindge School of Technical Arts under this Admissions Policy and placed in a technical-vocational program in the Rindge School of Technical Arts.

Any tenth grade student who is a resident of the City of Cambridge and who expects to successfully complete his or her current grade is eligible to select a Level I course at the Rindge School of Technical Arts, subject to the availability of openings and upon successful completion of a Level I course is eligible to select a Level II course at the Rindge School of Technical Arts, subject to the availability of openings. Any eleventh grade student who is a resident of the City of Cambridge is eligible, upon successful completion of a Level II course to select a Level III course at the Rindge School of Technical Arts, subject to the availability of openings.

Transfer students will be evaluated using the criteria contained in this Admissions Policy.

#### **IV. ORGANIZATIONAL STRUCTURE OF THE RINDGE SCHOOL OF TECHNICAL ARTS**

Cambridge Rindge and Latin School is a public comprehensive secondary high school serving students in grades nine through twelve. The high school offers vocational-technical programs at its Rindge School of Technical Arts. Cambridge Rindge and Latin School is committed to providing quality vocational-technical and academic educational offerings. The Cambridge Public Schools does not participate in the state school choice program.

It is the responsibility of the Executive Director of the Rindge School of Technical Arts to supervise the administration of the policies and procedures required to admit and enroll applicants in the Rindge School of Technical Arts in accordance with the provisions of this Admissions Policy.

Cambridge Rindge and Latin School has an Admissions Committee appointed by the Executive Director of the Rindge School of Technical Arts. The Admissions Committee consists of members from among the following departments: Rindge School of Technical Arts, guidance and technical departments. The responsibilities of the Admissions Committee include:

- A. processing of applications;
- B. ranking of students;
- C. acceptance of students according to the procedure and criteria in this Admissions Policy; and

- D. establishment and maintenance of a waiting list of acceptable candidates.

## **V. RECRUITMENT PROCESS**

The Rindge School of Technical Arts shall disseminate information about its vocational-technical programs through a variety of methods, including without limitation:

- A. Prior to the course selection period at Cambridge Rindge and Latin School, the Rindge School of Technical Arts hosts an Open House for eighth graders. During this Open House, eighth grade students may visit the Rindge School of Technical Arts and have an opportunity to visit all vocational-technical programs as well as view a presentation about all offerings. An interpreter will be made available for students with limited English proficiency who request such services. Eighth grade students, utilizing the Cambridge Rindge and Latin School shadowing process, also will have the opportunity to schedule a day trip to visit all vocational-technical programs and speak with teachers about all offerings. Additionally, the high school registrar and a representative from Rindge School of Technical Arts, housed at Cambridge Rindge and Latin School, will visit all eighth grade classrooms to discuss the vocational-technical programs.
- B. Parents/guardians and interested students may schedule individual visits at mutually convenient times.
- C. Publications which describe the offerings, including vocational-technical programs and participation in the SOLVED collaborative and academic support and enrichment, that are available to freshmen at Cambridge Rindge and Latin School are distributed during the 8<sup>th</sup> grade visitations and the Open House. These publications are available through the Rindge School of Technical Arts at any time.

## **VI. APPLICATION PROCESS**

- A. Application Process for fall admission for SOLVED students.

The application process for fall admission to the Rindge School of Technical Arts for students who are attending school districts that are members of the SOLVED Collaborative is set forth below:

1. Ninth grade students who are attending school districts that are members of the SOLVED collaborative must apply to their sending school to initiate the application process. Students desiring to enter the Rindge School of Technical Arts may apply for admission up through March 1 of each school year for classes beginning the following fall. Interested students must:

- a. have an application and recommendation form completed from the school the student currently is attending; and
  - b. return the completed application packet (both the application form and the recommendation form) to the student's sending school district by March 1.
2. The sending school district will forward the completed application packets to the Rindge School of Technical Arts for review and processing for applications to grade 10 (fall admission). The completed application packets must contain the following information:
  - a. the cumulative average of the previous school year and terms 1 and 2 of the current school year grades in English language arts, mathematics, social studies and science from the school report card/transcript;
  - b. the sum of the previous school year and terms 1 and 2 of the current school year absences; and
  - c. the assessment of conduct of the previous school year and terms 1 and 2 of the current school year from the school report card/transcript.
3. The Rindge School of Technical Arts will return any incomplete application packets that it receives to the sending school district. If a completed application packet is not returned to the Rindge School of Technical Arts by the sending school within fifteen (15) days the application packet will be considered void.
4. Application packets for admission to the Rindge School of Technical Arts for the current school year that are received after March 1 of each school year will be handled in accordance with the provisions of Section VI.B below.

#### B. Late Applications

Applications received after March 1 will be evaluated using the same criteria as other applications and the composite score of these late applications will be integrated in rank order on the established waiting list.

C. Transfer Students

Applications from students who are enrolled in a state-approved (Massachusetts General Laws 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 course of study at the Rindge School of Technical Arts. All transfer applicants must attend an informal meeting at the Rindge School of Technical Arts. If the applicant or parent/guardian cannot provide transportation for the informal meeting, an official from the Rindge School of Technical Arts will go to the student applicant's current vocational-technical high school to have an informal meeting with the student applicant. The applications from such students will be evaluated in accordance with the provisions of this Admissions Policy.

D. Withdrawn Students

Students who withdraw from Rindge School of Technical Arts and who are attending or not attending another high school may reapply for admission to Rindge School of Technical Arts following the procedures set forth in this Admissions Policy and will be evaluated in accordance with the provisions of this Admissions Policy.

E. Waiting List

The established waiting list for the Rindge School of Technical Arts will expire by April 1 of each school year. If a parent/guardian wishes their child to remain on the wait list and retain their place on the wait list, they must notify the Executive Director of the Rindge School of Technical Arts in writing by no later than April 30 of each school year. Requests to continue on the wait list received by the Executive Director of the Rindge School of Technical Arts Program after April 30 of each school year will be treated on a first come, first serve basis, and will be placed after those already on the wait list.

**VII. SELECTION CRITERIA**

Completed applications are processed by the Admissions Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement: Maximum 25 points

<i>Cumulative Average</i>	<i>Points</i>
90-100	25
80-89	15
70-79	10
60-69	5
0-59	0

For applications to grade 10 (fall admission) the cumulative average of the previous school year and terms 1 & 2 of the current school year grades in English language arts, social studies, math and science from the local school report card/transcript are used.

B. Attendance: Maximum 25 points

<i>Number of Absences</i>	<i>Points</i>
0-10	25
11-20	15
21-30	10
31-40	5
41 plus	0

For applications to grade 10 (fall admission) the sum of the previous school year and terms 1 & 2 current school year absences from the local school report card/transcript are used.

C. School Conduct: Maximum 25 points

<i>Conduct Rating</i>	<i>Points</i>
Excellent	25
Above Average	15
Average	10
Below Average	5
Poor	0

For applications to grade 10 (fall admission) the average of the previous school year and terms 1 & 2 current school year conduct reports from the local school report card/transcript or school administrator are used.

D. Letter of Recommendation: Maximum 25 points

<i>Recommendation Rating</i>	<i>Points</i>
Excellent	25
Above Average	15
Average	10
Below Average	5
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

**VIII. SELECTION PROCESS**

The Admissions Committee at Rindge School of Technical Arts Program will examine, discuss and make recommendations for action on the applicants.

The Admissions Committee considers scholastic achievement, attendance, school behavior, and letter of recommendation. Applications are reviewed, processed and assigned points by grade level. Acceptable candidates shall be those who meet the “Basic Requirements” and who achieve at least a minimum “Total Ranking Score” of sixty (60) points, as determined by the Admissions Committee.

After a point total for each applicant has been determined, all applicants are placed in order of their “point total.” Applicants are then accepted in order of the point total they have achieved. The applicant with the highest total point 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. Applicants for admission in grade 10 will be given priority over applicants for admission in grade 9.

Applications received after March 1 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 Rindge School of Technical Arts Program by March 1 are notified of their status by a letter to their parents/guardians and their school administrator by mid-May.

In order to enroll applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts or its equivalent and mathematics for the school year immediately preceding their enrollment in Rindge School of Technical Arts Program.

## **IX. VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

Ninth graders who enroll in Rindge School of Technical Arts exploratory participate in a vocational-technical exploratory program. During the first half of the school year, students initially explore each vocational-technical major with their time being equally divided among the current vocational-technical major areas. Students are evaluated and scored (0-100 points) by each vocational-technical teacher during the period of time spent in each major.

The Cambridge Public Schools will determine the number of seats available in each major in the Rindge School of Technical Arts to accommodate students who have selected a vocational-technical major. One half of the available seats in each major will be assigned to students based upon the point average the student receives at the end of the exploratory period and the other half of the available seats in each major will be assigned to students based upon the results of a random lottery. For example, if there are thirty (30) seats available in a major, students will be admitted into the first fifteen (15) seats or first one half of the available seats of the major of their choice based on the average of the point total they received in all majors combined, and students with higher point averages are admitted before students with lower point averages. In other words, a student with a point average of 100 would be admitted before a student with a point average of 90 and priority will be given first to Cambridge Public School students and then, subject to availability, to students from member districts of the SOLVED collaborative.

If the first one half of the available seats in a major fills, based on point average, before a student gets his/her first choice, then a student is assigned to his or her second or third choice depending upon whether there is an opening in the first one half of the available seats in the major. Again, the student is admitted based upon overall point average with priority first being given to Cambridge Public School students and then, subject to availability, to students from member districts of the SOLVED collaborative.

If a Cambridge Public School student's point average in all majors combined is so low that they were not placed in their second or third choice major because the first one half of the majors were filled by students with higher point averages but the student still has a passing point average, then the student's name will be placed in a random lottery for the second half of the available seats in each of the first three major choices of the student. The Rindge School of Technical Arts Career Counselor will meet with the student prior to the random lottery being conducted to discuss the student's choices from among the majors the student explored. If a student still is not placed in either his/her first, second or third choice major, the Rindge School of Technical Arts Career Counselor will meet with the student and present a list of the majors with openings which the student explored and ask the student to choose one of them. Again, students selecting majors from among the majors with openings that the student explored will be admitted based on their point average. The process continues until all students are placed.

Opportunities will be provided throughout the academic year for students who enroll in the Rindge School of Technical Arts after grade nine to gain knowledge and understanding of the vocational-technical programs that have openings, before making a vocational-technical program selection. Students are evaluated and graded by each vocational-technical teacher during the period of exploration. If the number of enrollees seeking a particular major exceeds the number of openings, the evaluative grades received by the students rank would determine the enrollee or enrollees who are placed in a particular major.

Students who wish to transfer from one major to another may apply for a transfer after completing at least one term in the major that the students have been placed. Transfer requests made during the first term will be processed prior to the start of the second term and will be considered subject to the availability of openings in the requested majors and the academic soundness of the transfer request in relation to the point in the academic year that such a request is made. Each transfer applicant will be counseled individually to determine the appropriateness of the transfer for the particular student. Transfer requests made after the start of the second term of each school year will be processed on a case-by-case basis and will be considered subject to the availability of openings in the requested majors and academic soundness of the transfer request in relation to the point in the academic year that such a request is made.

Students who are enrolled in the Rindge School of Technical Arts also will be enrolled in Cambridge Rindge and Latin School and will be assigned to a small learning community within Cambridge Rindge and Latin School in accordance with the Cambridge Rindge and Latin School small learning community assignment policy as is then in effect.

## **X. REVIEW AND APPEALS PROCESS**

The applicant's parents/guardians, upon receipt of a letter from the Executive Director of the Rindge School of Technical Arts indicating that the applicant was not accepted or placed on a waiting list for a particular vocational-technical program or major, may request a review of the decision by sending a letter to the principal of Cambridge Rindge and Latin School. The principal of Cambridge Rindge and Latin School will respond in writing to the letter within thirty (30) days receipt with the findings of the review.

If after the review, the parents/guardians wish to appeal the findings of the principal of Cambridge Rindge and Latin School, they may do so by sending a letter to the Superintendent of Schools within ten (10) days of their receipt of the findings of the principal of Cambridge Rindge and Latin School. The letter to the Superintendent of Schools should request a review of the findings of the principal of Cambridge Rindge and Latin School and state the reasons why the appeal should be granted. The Superintendent or designee of the Superintendent will respond in writing to the letter with the findings of the review within thirty (30) days. The Superintendent's decision is final.