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1. Westerly High School's Career and Technical programs are competency based with contextual learning developed through hands-on application of theory. Programs use standards-based, industry-embedded curricula to assure students are learning skills required to succeed in college, career, and life. As part of the regulatory requirements, every program will have an advisory committee with membership from business, industry, government and post-secondary education as appropriate. The program operates in accordance with the [2012 Rhode Island Regulations Governing Career and Technical Education](#).
2. It is anticipated that eligible students will have completed the standard ninth grade requirements prior to applying for one of Westerly High School's Career and Technical Programs. This expectation allows for appropriate time for a comprehensive career preparation curriculum. Students participating in Career and Technical programs have little flexibility or latitude in their daily schedules. As a consequence of tight scheduling, students are expected to achieve passing grades in all of their academic courses or, if failing a course, to make up the credit during summer school.
3. The Westerly High School Career and Technical Program admissions are open to any Westerly High School student entering the 10th grade.
4. ***Students interested in Cosmetology that are entering the 11th or 12th grade may be admitted with the understanding that they will not have enough contact hours accrued for a Rhode Island Cosmetology license. Students that enter later than the 10th grade are given a cosmetology transcript that is transferrable to post-secondary beauty school.
5. **Application Process:** The application process includes the following:
 - a. Application
 - b. 3 letters of reference
 - c. Student interview. Interviews are conducted with student and Advisory Board, (Principal, Dean, Coordinator, Teacher(s) and Guidance Counselor).
 - i. Data looked at for interview include but not limited to attendance, discipline, grades, and standardized test scores to determine readiness.
6. **Recruitment:**
 - a. **August:** Career Fair where incoming freshmen learn about Westerly High School programs and clubs.

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- b. **November-January:** Interested students and parents invited to an informational meeting.
 - c. **January-February:** Completed Applications Due
 - d. **March-April:** Applications Reviewed and Interviews Conducted
 - e. **March-June:** Final admissions decisions, students notified
7. **Application Materials:**
- a. Application forms may be obtained from your guidance counselor, the Dean of Students at Westerly High School, or the WHS website.
 - b. Applications may be submitted through the guidance department at the high school or directly to the Dean Students at Westerly High School.
 - c. Assistance in completing these materials is available by contacting your guidance counselor, or Dean of Students. For early acceptance, application forms must be submitted by February 15.
 - d. Applications received that are complete, will receive priority for early acceptance. Academic scores, testing, attendance and discipline records are looked at to determine eligibility for admissions. Students with completed applications will receive notice of their interview time and date.
 - e. In cases where the number of qualified students exceeds the space available for a program, once all interviews have been conducted, a lottery system shall be used to select from among all qualified applicants.
8. **Admissions Timeline:**
- a. **November-January:** Students will have the opportunity to participate in Career Center Orientation Sessions through WHS 101, and assemblies. Pertinent information related to the Center's programs will be distributed.
 - b. **November-January:** The Westerly High School Career Programs will conduct an Informational Session for all interested students and their parents.
 - c. **February:** Applications will be distributed by February 1 to allow for processing. Applications for Westerly High School Career Programs are due by February 15.
 - d. **March- April:** Interviews. Students will be notified of early acceptance by March 15.

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- e. *****February 15 – August:** Applications will continue to be accepted from Westerly High School students. Qualified applicants will be interviewed on a first-come, first served basis where space is available. A waiting list will be established where space is not available.
9. **Appeals:** All appeals must be submitted in writing, to the Dean of Students and your Guidance Counselor within 10 days. Appeals letters must provide written documentation as to which areas you wish to appeal. All appeals will be addressed by the Advisory Committee and responded to within 30 days.
10. **Admissions and Program Continuation Criteria:**
- a. **Age and Grade Criteria:** Students must be in grades ten, eleven, or twelve or be in their second year of high school to apply to the Learning Academy and/ or Career Programs at Westerly High School. Preference will be given to students in their second year of high school followed by students in their third year of high school.
 - b. **Academic Criteria:** All applicants must have met the academic requirements for their 9th grade year. All applicants must score at least the ‘partially proficient’ level or better in English language arts and mathematics state assessments. Prior to acceptance, those students who did not score at this level, must take an alternate assessment administered by the Coordinator (or designee) and must demonstrate proficiency at no less than grade 6 for Reading Comprehension and no less than grade 5 for Mathematics, per RIDE regulations. Students must earn a passing grade in their chosen career and technical center program to proceed to the next level of that program.
 - c. **Removal from Program(s):** In programs that require safety standards (i.e., OSHA, Sanitation, Hygiene), students must consistently meet those expectations. In the event that a student fails to consistently meet safety standards, a retraining opportunity will be provided and documented. Following retraining and documentation, continued failure on the part of a student to meet safety standards, the Principal will remove the student from his/her career and technical center program.
 - d. In programs that have ‘hour requirements’, students must consistently meet the benchmarks for accrual. Students missing multiple days of school must meet with the instructor to document a plan that is amicable to both parties to make

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up the hours. In the event that a student fails to make up these hours, licensure could be in jeopardy, and a meeting with parents and dean will be scheduled.

11. **Transfer Policy:** All transfer students are considered on an individual basis. Students wishing to transfer to Career and Technical Programs at Westerly High School need to complete the following:
 - a. Application submitted within 1 week of transfer
 - b. 3 letters of reference
 - c. Student interview. Interviews are conducted with student, and Advisory Board (Principal, Dean, Coordinator, Teacher, and Guidance Counselor).
 - i. Data looked at for interview include but not limited to attendance record from previous school, discipline records, grades, and standardized test scores to determine readiness.
 - ii. If student is a cosmetology transfer student, an official cosmetology transcript inclusive of cosmetology grades and hours accrued must be submitted.
 - iii. Placement test may be given in theory and practical skills to determine placement.