

# Policies

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## Westerly Public Schools Career and Technical Programs Admission

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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 attend advisory committee meetings 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 eighth 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 Middle School or Westerly High School student entering the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade. Our programs are RIDE approved programs and are available to all students in Rhode Island.
  - a. Students who reside in another school district and wish to enroll in a career and technical program of study at Westerly High School must complete an out of district enrollment application in its entirety and obtain the signed approval of the Superintendent of Schools in the student's residential district. Upon submission of the completed application, a review of the student's grades, attendance, and conduct will determine the provisional acceptance or denial of the student to the WHS CTE program. A student that meets the eligibility and admission requirements will gain acceptance based on submission date and seat availability. The deadline for students to submit applications is March 15; however, applications may be submitted at any time during the school year.
4. \*\*\*Students interested in Cosmetology that are entering the 11<sup>th</sup> or 12<sup>th</sup> 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 10<sup>th</sup> 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 (Completed applications must be received by February 15 for early acceptance.)
  - b. Application is reviewed and data will be looked at including but not limited to attendance, discipline, grades, and standardized test scores to determine readiness.
6. **Recruitment:**
  - a. **August/September:** Career Fair where incoming freshmen learn about Westerly High School programs and clubs.
  - b. **November-January:** Interested students and parents invited to an informational meeting.
  - c. **January-February:** Completed Applications Due
  - d. **March-April:** Applications Reviewed by the Application Committee
  - e. **March-June:** Final admissions decisions, students notified

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7. **Application Materials:**

- a. Application forms may be obtained from your guidance counselor or the WHS website.
- b. Applications may be submitted online at the high school website or directly to the Guidance Department at Westerly High School.
- c. Assistance in completing these materials is available by contacting your guidance counselor. 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.
- e. In cases where the number of qualified students exceeds the space available for a program a lottery system shall be used to select from among all qualified applicants.

8. **Admissions Timeline:**

- a. **October-January:** Students will have the opportunity to participate in CTE Orientation Sessions through WHS 101, and assemblies. Pertinent information related to the CTE's programs will be distributed.
- b. **October-January:** The Westerly High School CTE Programs will conduct an Informational Session for all interested students and their parents.
- c. **February:** Applications are available on the WHS District webpage. Applications for Westerly High School Career Programs are due by February 15.
- d. **March- April:** Students will be notified of early acceptance by March 15.
- e. **\*\*\*February 15 – August:** Applications will continue to be accepted from Westerly High School students or eligible students statewide. Qualified applicants will be reviewed 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 WHS Principal 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 entering grade 9, 10, 11 or 12. Students residing in Westerly will be given first preference when assigning students to courses. Students in grades 10, 11, or 12 may apply for admittance and will be accepted on a space available basis but may not fully complete the selected program. Preference will be given to students in their second year of high school followed by students in their third year.
- b. **Academic Criteria:** All applicants must have met the academic requirements for their 8<sup>th</sup> grade year. All applicants must score at least the RIT score or better in English language arts and mathematics NWEA assessments or score "approaching expectation" on the State assessment. Prior to acceptance, those students who did not score at this level, must take an alternate assessment. Students in grade 8 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 program to proceed to the next level of that program.

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- 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 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 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 Principal will be scheduled.
- e. Parental acknowledgement form must be signed by parents of students in cosmetology and emergency medical services programs due to sensitive information covered in these courses, such as hygiene, disease and disorders, trauma, gynecological and obstetrical emergencies.
- f. Upon successful completion of the program and accrual of required hours, there are licensing and exam fees associated with the cosmetology program and the EMT program. Students are responsible for payment of applicable fees.

It is the policy of Westerly Public Schools not to discriminate in its educational programs, activities, or employment policies on the basis of age, color, gender, national origin, race, religion, sexual orientation, or disability.

11. Please note that all students in Westerly CTE programs are required to participate in the credentialing process aligned to their program.

Students that are required to pay for any assessments, can submit receipt of payment and documentation of successful completion of the credential to the Westerly School District. Families/students will be reimbursed for the costs associated with credentialing assessments upon submission of receipt of payment and documentation of passing the credential/certification.

12. **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
    - 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.

Adopted: December 3, 2015  
Revised: February 14, 2018  
Revised: January 23, 2019