

CCTE Recruitment, Admission, and Retention Policy

OVERVIEW:

Massachusetts state regulations (603 CMR 4.00) require all state-designated career technical education (CTE) schools and programs to develop and implement admission, recruitment, and retention policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Education.

An admission process is necessary for vocational-technical programs where space is a limiting factor. College, Career & Technical Education programs are designed and equipped to serve the maximum number of students safely. Consequently, shop spaces must be able to accommodate all accepted students, staff, and equipment safely within the space.

All students who are residents of Plymouth have the right to apply for admission to either Plymouth South High School or Plymouth North High School, regardless of which high school they are zoned to attend. This policy includes the process for acceptance and for program placement.

I. EQUAL EDUCATIONAL OPPORTUNITY

Plymouth Public Schools 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, immigration or citizenship status, sexual orientation, or disability. Neither a student's disability nor the primary language of their home will have any effect on their admission to the Plymouth CCTE Program. Consistent with Massachusetts regulations, Plymouth Public Schools has created a plan with "deliberate, specific strategies to promote equal educational opportunities."

A. Home School

Students who are formally being home-schooled may apply for admission to College Career & Technical Education, provided all admission policy criteria are followed. Home-schooled students' parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school district. Homeschooled students will be accepted into the program based on the selection criteria outlined in this admission policy.

B. Homeless

Students who are homeless may be accepted into College, Career & Technical Education, according to the selection criteria outlined in this admission policy. Plymouth Public Schools is committed to providing educational opportunities to students experiencing homelessness. Please contact the district's homeless liaison if you need assistance:

Dr. Sean Halpin
shalpin@plymouth.k12.ma.us
508-830-4300

C. Transfer Students

Replaces JFBA

Students who transfer from another Chapter 74 State-approved College, Career & Technical Education program and are now permanent residents of Plymouth are eligible to apply for fall admission or admission during the school year to grades 9-12, provided they expect to be promoted to the grade they seek to enter by their current school.

Students in grades 10-11-12 who transfer into PPS from another CCTE program in Massachusetts or another state will be placed in the same or a similar program.

Students in grade 8 or 9 who transfer into PPS after the lottery has taken place will be able to reapply and be placed in the lottery for the subsequent school year.

D. Multi-Lingual Students

If a student's primary home language is not English, Plymouth Public Schools will provide them with an application form in their home language. Please contact Mark Duffy, Director of CCTE, at 508-224-5006 if you have any questions or need assistance with completing the application form.

E. Students With Disabilities

Students with disabilities may voluntarily disclose their disability status to request reasonable accommodations during the application and admission process. Please contact Rebecca Durocher at 508-830-4300 if you have any questions.

F. Late Applications

Applications received after last Friday in January will be placed on the waitlist and can apply in the lottery for the following year.

G. Withdrawn Students

Students who withdraw from Plymouth's College, Career & Technical Education Program must enroll in their districted high school. Guidance counselors will meet with students to ensure a successful transition. If the withdrawal from the program happens **during** senior year, the student may be allowed to remain in the school with permission from the Superintendent of Schools.

II. ORGANIZATIONAL STRUCTURE

The district contains two middle schools, Plymouth Community Intermediate School and Plymouth South Middle School, and two high schools, Plymouth North High School and Plymouth South High School. All students from these schools are eligible to apply for enrollment in the College, Career & Technical Education programs. Students who live in Plymouth and attend private or charter schools are also eligible to apply for admission.

Plymouth North High School and Plymouth South High School are comprehensive high schools located in Plymouth, Massachusetts.

Superintendent of Schools
Dr. Christopher Campbell,
11 Lincoln Street, Plymouth, MA 02360
508-830-4300
ccampbell@plymouth.k12.ma.us

Peter Parcellin, Principal
Plymouth North High School
41 Obery Street

Replaces JFBA

Plymouth, MA 02360
pparcellin@plymouth.k12.ma.us
508-830-4400

Patricia Fry, Principal
Plymouth South High School
490 Long Pond Road
Plymouth, MA 02360
pfry@plymouth.k12.ma.us
508-224-7512

Mark Duffy, Supervisor/Director of Career Technical Programs
Plymouth South High School
490 Long Pond Road
Plymouth, MA 02360
508-224-5006

It is the responsibility of the Superintendent to supervise the administration of policies and procedures used to admit and enroll students, in accordance with all applicable laws, regulations, and guidance.

III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of PLYMOUTH, MASSACHUSETTS may apply for admission to Plymouth Public Schools College and Career Technical Program. Students may only be admitted 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.

School Choice and Non-Resident Students

Plymouth is not a school choice district and does not accept students who are not residents of Plymouth. Therefore, any student who is applying for admission must provide proof of residency as defined in the district's residency policy. Students who are not residents of Plymouth must enroll in their local school district.

IV. RECRUITMENT POLICIES AND MIDDLE SCHOOL PATHWAY EXPLORATION

Plymouth Public Schools maintains a calendar of events on its website (<https://www.plymouth.k12.ma.us/page/college-career-technical-education>) where it provides information on the admission process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the CCTE Office at 508-224-5005

Plymouth also shares recruitment information with potential applicants in the following ways:

- Annual Tech Expo (during the school day)
- Evening Tech Expo Program for Families
- Tours for Potential Applicants
- Parent Information Sessions
- Student Assemblies at the middle school level
- Email/Social Media/Communication Posts/Letters to Families

V. APPLICATION PROCESS

Application Process for Fall Admission:

Students interested in applying to a Plymouth CCTE program at Plymouth North or Plymouth South can apply for fall admission per the timeline shared with families on the PPS webpage and during the recruitment process. All questions can be directed to the guidance departments at the middle and high schools or the CCTE office. For the 2025-26 school year, all applicants must follow the timeline below:

- Applications will be available on November 1st and will be public on the PPS Website
- Application deadline is generally at the end of January. This information will be shared annually with families through the guidance offices at the middle schools and the PPS CTE office.

Applications received by the deadline will be entered into the lottery.

**Parents/Caregivers will have an opportunity to review all information before the lottery to ensure accuracy.*

VI. SELECTION PROCESS

If Plymouth receives more applications than it has available seats, Plymouth will apply a weighted lottery to determine which students it will admit. The Plymouth School Committee has approved the weighted criteria and will annually approve the use of these weights.

1. The lottery applies to students who are approved residents of Plymouth
2. The lottery will be conducted the first week in March, and families will be notified by mail regarding their CTE status. Go2CTE has been purchased to conduct the Plymouth Schools Lottery.
3. All eligible applicants are entered once into the lottery. One additional entry is added if the student meets the attendance criterion, and another if the student meets the discipline criterion, for a maximum of three entries per applicant.
 - a. Attendance: students receive this weight if they have fewer than 27 unexcused, full-day absences over the 270 school days before the date of their application. No data before their seventh-grade year may be considered.
 - i. For applications to grades 10, 11, & 12 students receive this weight if they have fewer than 9 unexcused, full-day absences in semester one of the applicant's current grade.
 - b. Discipline: students receive this weight if they have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 on school premises or at school-sponsored or school-related events over the 270 school days prior to the date of their application.
 - i. For applications to grades 10, 11, & 12 students receive this weight if they have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 on school premises or at school-sponsored or school-related events.

4. Students and caregivers will receive an email notification and a letter in the mail of the lottery results. The

Replaces JFBA

email notification will be sent to the email provided on the application. Lottery result numbers will be available to families upon request.

5. Students offered admission should notify the CCTE office by April 15 of the acceptance year if they are declining acceptance.

VII. APPEALS PROCESS

If PLYMOUTH does not accept an applicant or places them on a waitlist, the applicant or their parent/guardian may request a review of the data used to make the decision. These requests must be put in writing or email to the Director of CCTE:

By e-mail	By hard-copy mail/ hand delivery/email
mduffy@plymouth.k12.ma.us	Mark Duffy, Director, Plymouth CCTE 490 Long Pond Road Plymouth, MA

The CCTE Director will make any final decisions regarding admission to the CCTE Program within 30 days of the appeal.

VIII. PROGRAM SPECIFIC ADMISSION:

Students have the option to apply to two programs: The lottery for all programs will run simultaneously

- Exploratory-Plymouth South High School
- Facilities Management-Plymouth North High School
- Engineering-Plymouth North High School
- Allied Health-Plymouth North High School
- Marketing-Plymouth North High School

XI. RETENTION STRATEGIES

Plymouth Public Schools is committed to retaining all students enrolled in Career and Technical Education (CTE) programs by providing deliberate and specific strategies that promote equal educational opportunities for every learner.

- 1. Early Identification and Support:** Teachers and staff actively monitor school-based performance, attendance, academic and industry performance, as well as engagement to identify students who may be at risk of not meeting program requirements. Students who are identified are reviewed by a support team made up of administrative staff, guidance counselors, school nurses, and counselors to seek strategies to support the student.
- 2. Individualized Support Plans:** Personalized support plans are developed by the student teachers and guidance department to identify strategies that support student learning in the classroom, with target strategies. These may include attendance support, course interventions, and other strategies that will support the student.
- 3. Attendance Policy:** Attendance is essential in CTE programs. Students with more than four absences in a quarter are required to meet with a parent/guardian and sit before an Attendance Appeal Board. The Appeal Board will review the circumstances and create an intervention plan if needed. The appeal process signifies problem-solving and accountability

Replaces JFBA

- 4. Ongoing Monitoring:** PPS ensures diverse learning groups are provided with necessary accommodations and supports. Teachers engage in these students' meetings to support student success in CTE programs. Ongoing progress is reviewed throughout the year
- 5. Equity-**PPS ensures that students with IEPs and 504 Plans and English Learners receive appropriate accommodations and modifications required by law to access and participate in CCTE programs.

X. MAINTENANCE OF RECORDS

Plymouth Public Schools maintains records of all students who apply, enroll, or are waitlisted, and their admission criteria weight. Plymouth provides this information to DESE upon request. Plymouth Public Schools maintains records of all students who apply, enroll, or are placed on a waitlist for Career and Technical Education programs. Records are stored in the district's secure Student Information System (SIS) and maintained in computer documents that the CTE Director, Guidance Department, and administrative staff have access to. The CTE Director and Guidance Department are responsible for updating and monitoring these records.