Marshfield Public School's Admission Policy for Career and Technical Education

I. Introduction:

Marshfield Public Schools offers Career and Technical Education (CTE) programs to students in grades nine through twelve. Students can enroll and explore all Chapter 74-approved and Non-Chapter 74 programs offered by Marshfield Public Schools. Marshfield High School has a published admission policy that is made available to all students and parent(s)/guardian(s) as part of the admission process. The admissions policy is posted in the program of studies, abbreviated program of studies, student handbook, and the Career and Technical Education’s department webpage. The policy gives the admission criteria and expectations.

II. Eligibility:

Any student enrolled at Marshfield High School who expects to be promoted to the grade they seek to enter by their current school is eligible for fall admission to the marketing vocational program at Marshfield High School.

Home School Students who are home schooled and are residents of Marshfield will be accepted to the marketing vocational program according to the selection criteria contained in this admission policy.

Homeless Students who are without a home will be accepted to the marketing vocational program according to the selection criteria contained in this admission policy. This information will be shared with the McKinney Vento Coordinator.

Transfer Students who transfer from another Chapter 74 State approved Career and Technical Education program and are now permanent residents of Marshfield will be accepted to the marketing vocational program according to the selection criteria contained in this admission policy.

III. Equal Opportunity:

Marshfield High School 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, sexual orientation, or disability.

Students with limited English proficiency are eligible to receive assistance during the course selection process. A qualified staff member will interpret and assist in completing the necessary forms.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the selection process.
Information on limited English proficiency and/or disabilities submitted voluntarily by the student for purposes of receiving assistance and accommodations during the selection process, will not affect the student's admission to the marketing vocational program.

IV. Organizational Structure:

Marshfield Public Schools is committed to providing high quality CTE programs. Marshfield Public Schools has one public high school. The Chapter 74 Approved CTE program is housed in the high school.

The Department Chair of Career and Technical Education is responsible for the management of the program, as well as the administration of the policies and procedures set forth in this admissions policy. He/she reports directly to the Principal of the High School. He/she is responsible for disseminating information about Career and Technical Education through local school assemblies and press releases, and for overseeing the admission process.

Marshfield High School does not participate in the School Choice Program. The school committee votes regarding school choice participation.

V. Recruitment Process:

The Marshfield High School Career and Technical Education Department Chair disseminates information about the programs through a variety of methods.

A. Eighth Grade Parent/Guardian Information Night with an informational slide presentation and tour of the high school to the parent(s)/guardian(s) in December
B. Program of Studies booklets describing the offerings in CTE are distributed to all eighth, ninth, tenth, and eleventh grade students along with an abbreviated program of studies booklet in Marshfield
C. Informational meeting with middle and high school counselors, administration and other pivotal personnel
D. A tradeshow-type event (Art & Tech Fair) is held each year, spotlighting student work from all art and technical education areas
E. Recruitment video highlighting the CTE program
F. Department website at https://www.mpsd.org/o/mhs/page/technology-education
G. Parent(s)/guardian(s) may schedule individual informational sessions at a mutually convenient time

VI. Selection Criteria:

Enrollment:

Entrance to the marketing vocational program is given to any students that wish to participate during the course selection process. Course selection occurs during the late winter/early spring. Priority in course selection for the first year of the program will be given to ninth and tenth grade students, followed by grade eleventh. Grade twelve students are accepted for the first year of
the program on a space-available basis after underclass students have been accommodated.
Grade nine students’ academic expectations are to be enrolled in Geometry or Algebra I when entering into the marketing vocational program.

**Over enrollment:**
Any upperclassmen students who wish to participate that exceed the enrollment limits in the marketing vocational program will be reviewed by a panel. The Head of Guidance, Department Chair of CTE, and the student’s Guidance Counselor will meet to review those students who selected the course.