

## CTE NORTH SMITHFIELD SCHOOL DEPARTMENT

### CTE APPLICATION, ADMISSIONS, and ENROLLMENT PROCESS

#### **General Eligibility Criteria:**

Students entering grades nine or ten may apply for enrollment in North Smithfield High School CTE Programs. Students residing in North Smithfield will be considered first when assigning students to CTE Programs. The number of available seats for each CTE program depends on student enrollment at NSHS and, therefore, will vary yearly. North Smithfield students must be in good standing in the school community (e.g., academics, behavior, attendance).

Every qualified student accepted for admission into a North Smithfield High School CTE Program shall have access to such programs, enrollment permitting, and be provided free attendance by their local school committee (i.e. tuition and transportation) when appropriate.

#### **Out-of-District Student Transportation:**

Per Rhode Island General Law §16-21.1-2, the sending districts in the Region 1 Transportation Zone (Burrillville, Cumberland, North Smithfield, Woonsocket) will provide transportation to the North Smithfield High School CTE Programs. Students residing in non-Region 1 communities can attend the North Smithfield High School CTE Programs but must provide transportation.

#### **Out-of-District CTE Application Process - General:**

All students applying to a North Smithfield CTE program will be scored using the [CTE Admissions rubric](#). The rubric will determine admission to the CTE programs depending on availability. Students must score at least 20 points on the rubric, and those who score the highest (with the most points scored) will be admitted first. The rubric assesses the following:

- Attendance
- Statewide/Diagnostic Testing (Math and Reading)
- Behavior Referrals
- Grades (Math and Reading)
- Coursework Experiences -
  - Music CTE Program:
    - Band Students: At least one year of middle school ensemble experience is required. Students with two years of experience will receive one additional

point on the rubric.

- Audition: Required for all prospective CTE band and chorus students.
  - In-person audition preferred. Students will play/sing a piece demonstrating technical and/or lyrical skills.
    - [RIMEA Wind Solo Rubric](#)
    - [RIMEA Vocal Solo Rubric](#)
    - [RIMEA Percussion Solo Rubric](#)

For students with disabilities, either under IDEA or Section 504, a portfolio of the student's work in Mathematics and/or Language Arts may be submitted. For students who do not meet the established criteria under the general admissions process, an additional review of his/her portfolio materials and additional testing may be undertaken.

#### **Program Specific CTE Admission Criteria:**

In addition to the application process previously described, students may need to meet specific CTE Program admissions criteria. Please note that students seeking admission into the Pre-Engineering pathway must also complete chemistry, physics, and pre-calculus as part of the Project Lead the Way and RIDE CTE Standards. Students must remain on track to meet these requirements with their graduation cohort to remain in the Pre-Engineering program. Students seeking admission into the Music pathway must have at least two years of middle school ensemble experience or demonstrate adequate performance abilities (perform a grade 2-3 etude or solo).

CTE Program policies shall include a review and appeals process for students denied access to a preparation program due to admissions criteria or whose enrollment has been suspended and/or terminated. A copy of program policies shall be provided to each student and family upon enrollment in the career preparation program.

#### **Notification of Right to Appeal:**

If a student is not accepted for enrollment in the North Smithfield CTE Program, the parent/student will receive a denial letter and be informed of the appeal process. The parent/student will also be informed about the procedures for reapplication and possible steps the student can take to increase the likelihood of later acceptance.

#### **Enrollment Process and Conditions:**

An electronic application form may be found online at *northsmithfieldschools.com*. For

assistance completing these forms, please contact the North Smithfield High School CTE Director by calling 401-766-2500, extension 3336, during regular business hours.

CTE applications will be submitted via the Google form found on the high school website. If you need assistance completing the form, please contact Kimberly Rawson at [KRawson@nsps.us](mailto:KRawson@nsps.us). The CTE Application window will open on December 1st and close on April 1st. Any student attending a Rhode Island high school and meeting the established criteria can apply to these CTE Programs.

The application process is “rolling,” meaning it offers an extended application window for students. Qualified applicants will be admitted to each program based on the rubric. However, CTE programs are multi-year programs so priority placement will be given to 9<sup>th</sup> graders. If a program reaches maximum capacity, a waiting list will be developed. Any student in grades 8 or 9 may apply and will be admitted as space is available. Students entering the program in grade 10, will need a transcript review to determine their eligibility.

**Non-Discrimination:**

North Smithfield School Department is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability, as defined and required by state and federal laws.

**Removal from Programs:**

In programs that require safety standards (OSHA, etc.), students must consistently meet those expectations. If a student fails to consistently meet safety standards, a retraining opportunity will be provided and documented. Subsequently, if a student continues to not meet safety standards, the Superintendent may remove the student from his/her CTE Program, with notification to the sending district, when appropriate.

Students may also be removed from programs for violating the Code of Conduct for North Smithfield High School and the policies of the North Smithfield School District. At the end of each semester, grades, attendance, and behavior will be reviewed to determine eligibility to remain at NSHS. Students not in good academic standing, violating school behavioral expectations (as listed in the student handbook), and/or chronically absent must return to their sending district. The sending District shall be notified of such removal. Students must earn a passing grade in their chosen CTE

program to proceed to the next level of that program. CTE programs are ineligible for credit recovery.

**Appeals Process:**

Any student denied placement in or removal from a CTE Program at North Smithfield High School shall have the right to appeal that decision. The parent/student may appeal the decision directly to the Principal, then to the Superintendent, then to the North Smithfield School Committee with a right of further appeal to the Commissioner of Education. Nothing in this provision shall be construed to deny students with disabilities or their parents from availing themselves of Due Process rights under state or federal special education laws or regulations.