



Richard Smith, Superintendent  
Sara Dingley, Principal  
Jack O'Malley, CTE Director



## MVRHS Admission Policy

### INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

### I. ADMISSIONS

Martha's Vineyard High School is a comprehensive high school that prides itself on its ability to offer open enrollment for most of its courses. The CTE admission policy will use a hybrid approach. In the Exploratory program we will employ a pure lottery. Incoming freshmen students will be randomly placed in available classes. In upper level classes when MVRHS receives more applications than it has available seats, MVRHS applies selection criteria to determine which students it will admit. The criteria MVRHS applies, have been approved by its school committee, and the school committee will approve the use of these criteria annually. MVRHS's admission policy is on file at the Department of Elementary and Secondary Education.

### II. EQUAL EDUCATIONAL OPPORTUNITY

MVRHS 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.

If a student's primary home language is not English, MVRHS will provide them with an application form in their home language. Please contact our CTE Office at 508-693-1033 if you have questions or need help filling out the application form.

MVRHS is committed to providing educational opportunities to students experiencing homelessness. Please contact Jessica Estrella at [jestrella@mvvps.org](mailto:jestrella@mvvps.org), 508-693-1033 with any questions.

Students with disabilities may voluntarily identify themselves to MVRHS to request reasonable accommodations during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to MVRHS.

### III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of Martha's Vineyard may apply for admission to MVRHS. Students may only be admitted to MVRHS 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. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

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PO Box 1385, 100 Edgartown Road Oak Bluffs, MA, 02557 | 508.693.1033 | [jomalley@mvvps.org](mailto:jomalley@mvvps.org)

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#### NON-RESIDENT STUDENTS:

Students who are not residents of Martha's Vineyard are eligible to apply for admission to MVRHS. Please be aware that residents of MVRHS who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online.

#### HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend MVRHS full-time and will be subject to the same admissions standards as other applicants.

#### TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to MVRHS and will be subject to the same admissions standards as other applicants. Transfer students may apply at any time where there is a program match. A student transferring from a CH. 74 program that is not offered at MVRHS, may be considered in programs where there are open seats, following a review of the admissions application.

#### SCHOOL CHOICE:

MVRHS does not participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

### **IV. ORGANIZATIONAL STRUCTURE**

MVRHS is a regional, comprehensive, public school located in Oak Bluffs, Massachusetts.

The Superintendent of MVRHS is:

*Matthew D'Andrea*      [mdandrea@mvyops.org](mailto:mdandrea@mvyops.org)      508-693-2007 ext. 15

The Principal of MVRHS is:

*Sara Dingley*      [sdingley@mvyops.org](mailto:sdingley@mvyops.org)      508-693-1033 ext. 163

The Supervisor/Director of MVRHS is:

*John O'Malley*      [jomalley@mvyops.org](mailto:jomalley@mvyops.org)      508-693-1033

It is the responsibility of MVRHS's CTE director to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

### **V. ADMISSIONS COMMUNICATION POLICIES**

MVRHS maintains a calendar of events on its website <https://mvrhs.org/calendar/> where it provides information on the admissions process, as well as other information about its programs. Students and their families can request

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hard copies of the calendar by calling or emailing Jessica Estrella in our Guidance Office at [jestrella@mvyps.org](mailto:jestrella@mvyps.org). MVRHS also shares recruitment information with potential applicants in the following ways:

- *The CTE page on the MVRHS website <https://mvrhs.org/career-technical-education/>*
- *Parent communication to all student parent/guardians*
- *8th grade CTE tours for all Martha's Vineyard students*
- *CTE promotional brochure (sent home with all students and available in guidance offices)*
- *Annual parent/guardian meetings hosted by the guidance department*
- *MVRHS Program of Studies*
- *MVRHS Student Handbook*
- *Course selection presentations given to students by guidance staff*

MVRHS offers tours of its facilities to interested applicants. To request a tour, please call or email Jessica Estrella in our Guidance Office at [jestrella@mvyps.org](mailto:jestrella@mvyps.org). If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.

## VI. APPLICATION PROCESS

### APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE

All Martha's Vineyard students who expect to be promoted are eligible to participate in the CTE programs at MVRHS. Enrollment into all of the career & technical education programs is open to all interested students on a space available basis through the course selection process.

Any student or family who needs an accommodation to complete the application, or who needs the application to be made available in your home language, or who needs assistance with completing the application should reach out before April 1st to the CTE Office at 508-693-1033 or through [jomalley@mvyps.org](mailto:jomalley@mvyps.org)

#### TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to MVRHS. Please contact Jessica Estrella in our Guidance Office at [jestrella@mvyps.org](mailto:jestrella@mvyps.org) with any questions or to request an application form.

#### WITHDRAWN STUDENTS

Students who withdrew from MVRHS's CTE Program may reapply to the program and will be evaluated using the criteria contained in the admission policy and on a space-available basis.

## VII. SELECTION PROCESS

### Selection Process

When more students apply to MVRHS than available seats, MVRHS uses the following system to select students for admission:

1. Grades: 36 possible points

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- Grades will be reviewed for 2 years.
  - Subjects reviewed: ELA, Math, Science, Social Studies, CTE class
  - Scoring for each subject/course:
    - A—4points
    - B—3points
    - C—2points
    - D/F—1point
2. Attendance: 24 possible points
- Attendance will be reviewed for 2 years.
  - Only “unexcused” absences will be reviewed.
  - Each unexcused day absent will deduct 1 point from the attendance score.
3. Safety & Health: 20 possible points
- Any student conduct that resulted in suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-12, or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c.71, § 37H-34.
  - Each infraction/incident will deduct 4 points.
  - Disciplinary infractions that result in suspension are outlined in the student handbook.

TOTAL POSSIBLE POINTS: 80

A lottery would only be used for any scores that end in a tie as MVRHS offers seats to fill the final seats in our programs.

## VIII. EXPLORATORY PROGRAM (IF APPLICABLE)

Because MVRHS offers 5 or more Chapter 74 state-approved programs, MVRHS provides a full year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

This one period course will introduce students to Career Technical Education in the following Chapter 74 approved CTE courses: Culinary Arts, Health Assisting, Automotive Technology, Horticulture and Carpentry. Additionally students will also visit Early childhood education, Maritime Studies, Online Research, and Career Exploration. These classes provide students a sampling of programs available at MVRHS as well as valuable skills they can use through school and beyond. Students can select a program in which to concentrate for tenth grade.

Students in all CTE Exploratory programs will demonstrate health and safety practices of the individual shops, define health and safety regulations with regard to each work area, begin to develop employability skills to secure and keep employment in a chosen field, solve problems using critical thinking, and demonstrate positive work behaviors.

Students, in each area, will demonstrate the ability to use technology for research, problem solving, and communication, and demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media, demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.

## IX. PROGRAM-SPECIFIC ADMISSION

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MVRHS uses the following system for students to identify and enroll in their Chapter 74 technical program. Beginning at the end of 1 semester teachers in each of the cte programs will recommend students for the following years courses. Students along with input from their guidance counselor and parent/guardian will make course selection.

Freshman Exploratory classes will be populated on a lottery basis. The classes will be randomly selected by our scheduling software.

Level 1 CTE classes are open to all students and are accessed through the course selection process. Should more MVRHS students sign up for a cte level 1 course that our selective process will be implemented(see above).

Level 2 and 3 classes have the prerequisite of passing the previous level class.

A lottery would only be used for any scores that end in a tie as MVRHS offers seats to fill the final seats in our programs.

#### X. REVIEW AND APPEALS PROCESS

##### ADMISSION TO MVRHS

If MVRHS does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Principal of MVRHS review that decision seven(7) school days after the student received notice they were not accepted. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:sdingley@mvyps.org">sdingley@mvyps.org</a>	Sara Dingley, Principal P.O. Box 1365 Oak Bluffs, MA 02557

The Principal will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Principal will review the admission policy, all of the evaluated criteria for the student appealing the decision, and the students score relative to the list of scored applicants

##### ADMISSION TO SPECIFIC PROGRAMS WITHIN MVRHS

Students who have been admitted to MVRHS will need to apply to a specific program of study (also known as a "major" or "shop") during spring semester.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the principal in the following ways:

By e-mail	By hard-copy mail or hand delivery
<a href="mailto:sdingley@mvyps.org">sdingley@mvyps.org</a>	Sara Dingley, Principal P.O. Box 1365 Oak Bluffs, MA 02557

In making this determination, the Principal will review the admission policy, all of the evaluated criteria for the student appealing the decision, and the students score relative to the list of scored applicants .

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**XI. MAINTENANCE OF RECORDS**

MVRHS maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. MVRHS will provide this information to the Department upon request.

MVRHS Shop Performance Rubric

	A	B	C	D	F
Professionalism	High level	Satisfactory Level	Low Level	Low Level	Non existent
Productivity	Excelled at task	Completed task	Partial completion	Attempted	Did not Attempt
Skill attainment	High level	Satisfactory Level	Low Level	Low Level	Non existent
Safety	Always observes rules	Usually observes rules	Usually observes rules	Seldom observes rules	Never observes rules
Total	90-100	80-89	70-79	60-69	60 >

Professionalism

1. Appearance: Industry Standard
2. Preparedness: All equipment present
3. Punctuality: Remained in assigned area
4. Respect
5. Effective communication with students, public, staff and instructor

Skill Attainment

1. Demonstrate competence
2. Growth
3. Mastery

Productivity

1. Effort
2. Efficiency
3. Participation: Remained busy, took initiative to avoid standing around.
4. Focus

Safety

1. Personal
2. Tool
3. Shop

**Assessed on an individual student basis compared to industry standard.**

Notes \_\_\_\_\_  
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