



October 7, 2025

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Rindge School of Technical Arts Program Recruitment, Admissions and Retention Policy Formerly Known as Rindge School of Technical Arts Program Admissions Policy

Recommendation: That the School Committee approve the revisions to the Rindge School of Technical Arts Program Recruitment, Admissions and Retention Policy formerly known as Rindge School of Technical Arts Program Admissions Policy.

These policy revisions are being presented for a first reading.

Description: These revisions are being made in order to align the policy with recent revisions to state regulations governing career and technical education programs and guidance issued by the Massachusetts Department of Elementary and Secondary Education.

Supporting Data: Rindge School of Technical Arts Program Recruitment, Admissions and Retention Policy.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "D. Murphy".

David Murphy
Interim Superintendent of Schools

File: JFAAA - RINDGE SCHOOL OF TECHNICAL ARTS PROGRAM
RECRUITMENT, ADMISSIONS AND RETENTION POLICY

I. — ADMISSIONS

~~The Rindge School of Technical Arts (RSTA) is the Career & Technical Education (CTE) department of the Cambridge Rindge & Latin School (CRLS), the comprehensive high school of the Cambridge Public Schools (CPS). RSTA offers courses and programs that are approved by the Massachusetts Department of Elementary & Secondary Education (DESE) under Chapter 74, which regulates CTE in Massachusetts.~~

~~Any CRLS student may enroll in any RSTA course for which s/he is eligible; all RSTA courses are elective and a non-selective approach to enrolling students is used. However, there are two situations when this admissions policy is used:~~

- ~~1.) when CRLS student requests exceed seat capacity in a given CTE course (and we are unable to add a section) and~~
- ~~2.) when a non-Cambridge resident student applies to enroll at CRLS for the purpose of taking a Chapter 74 approved program not available through the student's local school district.~~

~~When RSTA receives more course requests from students than it has available seats in a CTE course, RSTA conducts a lottery to determine which of the requesting students it will admit. Additionally, when RSTA receives an Application for Admission from a non-Cambridge resident to register in CRLS for the purpose of enrolling in a Chapter 74 approved CTE course or program, RSTA applies selective criteria that have been approved by the Cambridge School Committee.~~

~~The Cambridge School Committee will approve the use of these criteria annually. The Rindge School of Technical Art's admission policy is on file at the Department of Elementary and Secondary Education.~~

II. EQUAL EDUCATIONAL OPPORTUNITY

~~The Cambridge Rindge & Latin School (CRLS), including its Career and Technical Education (CTE) dDepartment, the Rindge School of Technical Arts (RSTA), enrolls 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, the Cambridge Rindge & Latin School and the Rindge School of Technical Arts Cambridge Public Schools (CPS) will provide the family with enrollment information in their home language. Please contact the Executive Director of Rindge School of Technical Arts Office at (617) 349-6766 if you have questions about Career & Technical Education programs or courses, or need help filling out the course request or application form.~~

~~CPS~~The Rindge School of Technical Arts is committed to providing educational opportunities to students experiencing homelessness. Please contact CPS' Family Engagement Specialist/McKinney Vento Homeless Educational Liaison at 617-233-4348 or dbonilla@cpsd.us ~~the Rindge School of Technical Arts' Office~~ at (617) 349-6766 or ~~the CRLS Family Liaison Office~~ (617) 349-6660 with any questions.

Students with disabilities may voluntarily identify themselves to the CRLS Rindge School of Technical Arts to request reasonable accommodations during the course selection application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their enrollment in the ~~Rindge School of Technical Arts~~.

Consistent with Massachusetts regulations, ~~CPS~~the Rindge School of Technical Arts has created a plan with "deliberate, specific strategies to promote equal educational opportunities," ~~and to attract, enroll, and retain a student population that, when compared to students in Cambridge Rindge & Latin School, has a comparable academic and demographic profile."~~

The ~~p~~Plan for insuring Equal Educational Opportunity is that ~~÷~~ ~~A~~annually each fall, ~~t~~The RSTA Executive Director will review the demographic and academic profiles of all students enrolled in RSTA courses, compare them to the demographic and academic profiles of all students enrolled at CRLS, and identify any significant differences between subgroups within the two enrollments. The comparison data will be shared with ~~the RSTA Admissions Committee~~, the CRLS Principal, and the CPS Superintendent.

For any subgroups where discrepancies exist, further research into the underlying causes will be done by CRLS and RSTA faculty & administration, and recommendations to address root causes and proposed actions will be developed.

II. ORGANIZATIONAL STRUCTURE

The Rindge School of Technical Arts (RSTA) is the Career & Technical Education (CTE) department of Cambridge Rindge & Latin School (CRLS), the Cambridge Public School District's comprehensive high school located in Cambridge, Massachusetts.

The Interim Superintendent of the Cambridge Public Schools is:

David Murphy, dmurphy@cpsd.us

The Interim Principal of the Cambridge Rindge & Latin School is:

Allan Gately Gehant agatelygehant@cpsd.us

The Executive Director of the Rindge School of Technical Arts is:

Linda Maria Radzvilla lradzvilla@cpsd.us

It is the responsibility of the Cambridge Public Schools Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent 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 Cambridge may choose to enroll in any RSTA Chapter 74 course for which they are eligible on a non-selective basis. Students are eligible if they have met all prerequisites listed for the course they wish to take, and have been promoted to the grade they are seeking to enter, so students should be aware that their enrollment is conditional- if they are not ultimately promoted to enter the grade for which they have applied, their enrollment in that RSTA course will be rescinded.

Cambridge resident students who meet the minimum requirements for enrollment shall be enrolled prior to acceptance of any non-Cambridge resident students seeking the same course or program.

Student residency is determined in accordance with the Cambridge School Committee's Student Residency Policy.

NON-RESIDENT STUDENTS:

Students who are not residents of Cambridge are ~~eligible~~welcome to apply for admission to ~~Cambridge Rindge & Latin School~~ for the specific purpose of enrolling in an approved Chapter 74 CTE program at ~~the Rindge School of Technical Arts~~, provided the CRLS Principal makes the determination that the school has not reached maximum enrollment capacity. The CRLS Principal's determination is final. The Principal's determination is based on total school enrollment capacity may be made even if there are open seats in RSTA CTE courses. Please be aware that residents of Cambridge 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. ~~If non-resident students are allowed to apply, some selective criteria are applied (see Sections VIII & IX of this policy).~~

HOMESCHOOLED STUDENTS:

~~Cambridge residents who are homeschooled may enroll in an appropriate CTE course in Rindge School of Technical Arts at Cambridge Rindge & Latin School, just like any other CRLS student provided they are not registered for more than 2 (two) courses in a given semester (Home School Policy). Homeschool students who do not live in Cambridge may apply to enroll in a CTE program in the Rindge School of Technical Arts at Cambridge Rindge & Latin School and will be subject to the same admissions standards as other applicants who live outside of the school district. Students who are homeschooled may apply to attend RSTA full-time and will be subject to the admissions standards as other applicants. Students who enroll in RSTA must enroll in full-time. All home school student course participation is dependent upon available seats in CTE courses.~~

TRANSFER STUDENTS:

Students already participating in ~~state-designated CTS programs~~Chapter 74 programs at another school may apply for admission to ~~Cambridge Rindge & Latin School~~ for the specific purpose of enrolling in an approved Chapter 74 CTE program in ~~the Rindge School of Technical Arts~~ and will be subject to the same admissions standards as other applicants. Transfer students already participating in a Chapter 74 program may apply at any time and enrollment into the requested course is subject to seat availability.

SCHOOL CHOICE:

~~CPS~~Cambridge Rindge & Latin School, and by extension, ~~the Rindge School of Technical Arts~~, 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

~~The Rindge School of Technical Arts (RSTA) is the Career & Technical Education (CTE) department of Cambridge Rindge & Latin School (CRLS), the Cambridge Public School District's comprehensive high school located in Cambridge, Massachusetts.~~

~~The Superintendent of the Cambridge Public Schools is:~~

~~Dr. Victoria Greer, (617) 349-6400, vgreer@epsd.us~~

~~The Principal of the Cambridge Rindge & Latin School is:~~

~~Damon Smith, (617) 349-6730, dsmith@epsd.us~~

~~The Executive Director of the Rindge School of Technical Arts is:~~

~~Dr. Michael Ananis, (617) 349-6766, mananis@epsd.us~~

~~It is the responsibility of the Cambridge Public Schools Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.~~

IV. RECRUITMENT POLICIES ADMISSIONS COMMUNICATION

~~The Rindge School of Technical Arts CPS~~ maintains a calendar of events on its the CPSD website - <https://cpsdrsta.ss5.sharpscool.com/>

www.epsd.us/ where it provides information on the RSTA admissions 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 Executive Director of RSTA Phone: Office at (617) 349-7782 Email: lradvilla@cpsd.us

~~The Rindge School of Technical Arts~~ also shares recruitment information with potential students in the following ways: website, videos, upper school presentations, Bridge Day (for incoming 9th graders), Tech Night (open house), and family tours.

~~All Cambridge 8th graders are invited annually to tour CRLS in the late fall with their school's 8th grade faculty at which time they are introduced to the CRLS course selection~~

~~process by CRLS Guidance personnel and have a presentation about electives including information about RSTA and the courses and programs available to 9th graders.~~

~~In January, CRLS conducts an Information Night for incoming 9th graders and their families during which event a RSTA Tech Expo is conducted for all. At the Tech Expo, RSTA teachers and students conduct informational tours of the RSTA classes, labs, and shops, display/demonstrate the work performed in each program, and meet with incoming students to answer questions and explain options and programs.~~

~~The Upper School Family Liaisons share information about these events with the parents, guardians, and families of all 8th graders in the languages most spoken in the home.~~

CPS will provide all 8th grade middle school students an opportunity to tour, during regular middle school hours, RSTA and its programs with the transportation costs being assumed by CPS. This will be done by each of the upper schools working in collaboration with the CRLS Guidance Department to schedule a half day visit to CRLS including a tour of the building and the RSTA and Visual and Performing Arts wings. Students will not receive an unexcused absence for participating in these tours. Additionally, CPS utilizes the other recruitment strategies detailed in the School Committee's Middle School Pathway Exploration Policy.

~~The Rindge School of Technical Arts also offers tours of its facilities to interested applicants. To request a tour, please call the RSTA Office at (617) 349-7782 or email the RSTA Family Liaison the CRLS Family Liaison Office at (617) 349-6660. If the agreed-upon time slot for a tour occurs during the applicant's school day, the RSTA 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. PROCESS FOR ENROLLING IN RSTA COURSES & PROGRAMS (for Cambridge resident students)

RSTA as the CTE department of CRLS, which is the comprehensive high school of CPS, offers courses and programs that are approved by the Massachusetts Department of Elementary & Secondary Education (DESE) under Chapter 74, which regulates CTE in Massachusetts. Any CRLS student may enroll in any RSTA course for which they are eligible; all RSTA courses are elective and a non-selective approach to enrolling students is used.

The following admissions policy is used when CRLS student requests exceed seat capacity in a given CTE course and RSTA is unable to add an additional section, or when a non-Cambridge resident student applies to enroll at CRLS for the purpose of taking a Chapter 74 approved program not available through the student's local school district.

When RSTA receives more course requests from students than it has available seats in a CTE course, RSTA conducts a blind lottery to determine which of the requesting students it will admit. The Cambridge School Committee will approve the use of this criteria annually.

RSTA's admission policy is on file at the Department of Elementary and Secondary Education.

PROCESS FOR FALL ENROLLMENT TO THE NINTH, TENTH, ELEVENTH, or TWELVTH GRADE

~~1. Students interested in enrolling in courses offered by the Rindge School of Technical Arts for fall courses for 9th, 10th, 11th, or 12th graders must:~~

~~Complete the course selection process as presented to them by their Guidance Counselor.~~

TRANSFER STUDENTS

APPLICATION PROCESS FOR NON-CAMBRIDGE RESIDENT STUDENTS FOR FALL ADMISSION TO THE NINTH, TENTH, AND ELEVENTH GRADE

1. Non-Cambridge resident students interested in applying for Admission to CRLS for the purpose of enrolling in a Chapter 74 approved course or Program in the Rindge School of Technical Arts for fall admission to the 9th, 10th, or 11th must:

Obtain a Non-Resident Chapter 74 Application for Admission, complete it including all necessary information and documentation, and submit it to the Execuive Director of RSTA no later than March 15 prior to the school year the student wishes to enroll.

Obtain and complete a Non-Resident Tuition Application signed by the Superintendent of the student's district of residence, and submit it to the Executive Director of RSTA no later than April 1 prior to the school year the student wishes to enroll.

Students and/or their families who need translation or other accommodations in order to complete applications should contact the RSTA Office at (617) 349-7782.

2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to send all support materials to RSTA:

All material in support of a non-Cambridge student admissions application should be delivered to the Executive Director, Rindge School of Technical Arts CRLS, 459 Broadway, Cambridge, MA 02138 no later than March 15.

LATE APPLICATIONS

RSTA will not accept late applications.

Applications received after the beginning of the school year may be drawn from a lottery if additional seats become available.

TRANSFER STUDENTS

Students already enrolled in a ~~Chapter 74 state-designated CTEapproved~~ program in another school who are seeking to transfer may apply for admission to ~~the Rindge School of Technical Arts at CRLS~~. Please contact the RSTA Office at (617) 349-7782 with any questions or to request an application form.

VII. SELECTION PROCESS (for Cambridge Students)

When ~~RSTA receives more course enrollment requests more Cambridge students request enrollment in a CTE course offered by the Rindge School of Technical Arts than there are available seats, the Rindge School of Technical Arts applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-resident students. uses the following system to select students for enrollment:~~

1. Under this policy, any Cambridge resident student who meets the minimum requirements for enrollment shall be enrolled in a requested Chapter 74 CTE course prior to acceptance of any non-Cambridge resident student seeking enrollment in the same course. Minimum requirements for admission are: the student has been promoted to a grade that is eligible for the requested course (as posted in the CRLS Course Catalog); the student has met all, if any, prerequisites for the course; and the student has not previously passed the course.
2. In the Spring, when all Cambridge resident students have completed their course selections for the following year, the selections are entered into a scheduling charrette which identifies potential course/period conflicts, graduation required omissions, or other irregularities.
3. Once the conflicts and any other scheduling issues are resolved, resident students are enrolled in requested courses, including CTE courses, as long as the number of available seats is equal to or greater than the number of student requests. This is a non-selective process.
4. However, if there are then one or more cases where the number of resident student requests for a given CTE course exceed the number of seats available in that course, all resident student requests for enrollment in that course become subject to a Lottery.
5. A Lottery is applied by the Admissions Committee to those Cambridge resident students who have requested enrollment and who meet the minimum requirements.
6. All students who are awaiting enrollment for a particular CTE course are listed and each listed student is entered into a random lottery conducted by the Admissions Committee. The Admission Committee selects one student applicant's name at a time and the drawn names are listed in the order selected as enrolled until all applicant names are drawn and all seats are filled. Names drawn after the seats are filled are and are placed in the order of their draw on the Wait List.
7. If a student is selected for enrollment or is selected for the wait list for that course, and later it is determined to have not met the minimum qualification for enrollment, then that student is removed from the enrolled or the waitlist. When a selected student declines the offer of enrollment or otherwise does not enroll in that course, the student with the highest ranked position on the wait list is then enrolled. If enrollment is still not filled and the seat remains available, the enrollment is offered to the next highest-ranking student on that wait list, and so on until all available seats are filled or the wait list is exhausted.

~~VIII. APPLICATION PROCESS (for Non-Cambridge resident students)~~

~~APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, and ELEVENTH GRADE~~

~~1. Non-Cambridge resident students interested in applying for Admission to CRLS for the purpose of enrolling in a Chapter 74 approved course or Program in the Rindge School of Technical Arts for fall admission to the 9th, 10th, or 11th must:~~

~~Obtain a Non-Resident Chapter 74 Application for Admission, complete it including all necessary information and documentation, and submit it to the Director of RSTA no later than March 15 of the calendar year the student wishes to enroll.~~

~~Obtain and complete a Non-Resident Tuition Application signed by the Superintendent of the student's district of residence, and submit it to the Director of RSTA no later than April 1 of the calendar year the student wishes to enroll.~~

~~Students and/or their families who need translation or other accommodations in order to complete applications should contact the RSTA Office at (617) 349-7782.~~

~~2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to send all support materials to RSTA:~~

~~All material in support of a non-Cambridge student admissions application should be delivered to the Executive Director, Rindge School of Technical Arts CRLS, 459 Broadway, Cambridge, MA 02138 no later than March 15.~~

~~LATE APPLICATIONS~~

~~The Rindge School of Technical Arts will not accept late applications.~~

~~TRANSFER STUDENTS~~

~~Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to the Rindge School of Technical Arts. Please contact the RSTA Office at (617) 349-7782 with any questions or to request an application form.~~

~~IX. SELECTION PROCESS (for Non-Cambridge Resident Students)~~

~~When a non-Cambridge resident student applies for Admission to Cambridge Rindge & Latin School for the purpose of enrolling in a RSTA CTE Program of Career & Technical Education at the Rindge School of Technical Arts, the following process is used to select students for admission:~~

- ~~1. Admission of a non-Cambridge resident to CRLS is conditioned upon the CRLS Principal's determination that the total enrollment of CRLS has not reached maximum capacity, and the RSTA Executive Director's determination that there is an available seat in the CTE course being requested.~~
- ~~2. Under this policy, a non-Cambridge resident student who meets the minimum requirements for enrollment shall be permitted to apply for admission as a full-time student at CRLS for the purpose of enrolling in a specific CTE program or course of studies, except that no non-resident student will be admitted to a requested course prior to~~

acceptance of any Cambridge resident student seeking enrollment in the same course. Minimum requirements for admission are: the student has been promoted to a grade that is eligible for the requested course (as posted in the CRLS Course Catalog); the student has met all, if any, prerequisites for the course; and the student has not previously passed the course.

3. All non-Cambridge resident student requests for enrollment in a CTE course are subject to the non-resident Selection Criteria.

4. The non-resident Selection Criteria are applied by the Admissions Committee to all non-resident students who have requested enrollment and who meet the minimum requirements. Each non-resident student's application materials are scored and recorded.

5. Enrollment in the requested CTE course is offered to a non-resident student who, in the opinion of the Admissions Committee, demonstrates sufficient interest, motivation, and a history of school achievement commensurate with Cambridge resident students in that course.

6. Non-Cambridge resident students who are not selected for enrollment are placed on a ranked order wait list for that course, unless a student is determined to have not met the minimum qualification - that student is removed from the waitlist. When a selected student declines the offer of enrollment in that course, the student with the highest ranked score on the wait list is then offered admission. If enrollment is declined and the seat remains available, the enrollment is offered to the next highest scoring student on that wait list, and so on until all available seats are filled or the wait list is exhausted.

7. The Selection Criteria for non-resident students are:

a. **Alignment of career interest inventory strengths** ~~(Holland Codes)~~ with the types of skills & abilities typically found in successful workers in the requested course or career field.

b. Expressed **strength of motivation** or interest to commit to further exploration of the requested career field, as evidenced by a **detailed recommendation** from an Exploratory teacher in that field, the student's Guidance Counselor, a member of the student's home family, a person who works in the requested career field AND who knows the student's demonstrated interest, or an educator who has known the student for a year or more.

c. Expressed **strength of motivation** or interest to commit to further exploration of the requested career field, as evidenced by a written or spoken or otherwise demonstration **by the applicant** of career aspirations and interest in the career field. Examples: a written statement of interest or an interview with a CRLS/RSTA educator, addressing the question: Why do you want to learn more about this career field or to become employed in this career field?

d. **Demonstrated knowledge and/or skills** directly related to early exploration or experience with activities within the requested career field, indicating motivation, interest, and/or proficiency in the competencies of the requested career field.

e. In the event the applicant student engaged in conduct for which suspension or expulsion was imposed pursuant to M.G.L. c. [71 ss37H](#) or [ss37H1/2](#), or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c. [71 ss37H3/4](#), the Admissions Committee may consider such action as a disqualifying event and deny enrollment

X. EXPLORATORY PROGRAM

Because the Rindge School of Technical Arts (RSTA) offers more than 5 Chapter 74 DESE-approved programs, we provide a half-year exploratory program, which is based on the applicable Career & Technical Education (CTE) and Massachusetts Curriculum Frameworks.

Basics: RSTA offers twelve different programs that are part of CRLS and which are approved by the Massachusetts Department of Elementary & Secondary Education (DESE) as Chapter 74 (CTE) programs.

Exploratory is for 9th graders ONLY, and is scheduled during Block 2 and ONLY in the Fall semester.

Expectations for students: In addition to students arriving to class on time, participating in all of the instructional activities, following all safety instructions, and doing their best on all assignments and activities, we have three Student Learning Objectives for all Exploratory students, listed below.

By the end of Exploratory, Students will be able to ...
1. Demonstrate an elevated level of self-awareness (including cognitive and physical attributes/strengths), attitudes towards learning & planning, and acknowledgement of personal interests with respect to potential future careers;
2. Demonstrate knowledge of each RSTA program that they experience in Exploratory by identifying 3 characteristics of each profession/career field and at least one skill necessary for success in that field; and
3. Identify at least one personal trait/skill/attribute that is a positive " alignment " with a program/career they are interested in, and at least one challenge they may face in successfully realizing a career in that program.

The key focus of this course is helping students to begin thinking about and planning for their futures, which we believe will include work that should "align" well with a young person's skills, abilities, inclinations, and aspirations. Most 9th graders haven't given this idea much thought...Exploratory asks them to think about their futures in ways that include providing current information about some of the most common occupational fields and by allowing students to "try out" some of the things that people actually do in these fields. Students in Exploratory learn about industry-specific workplace safety in each of the shops and labs they go to, pathways and educational/licensing requirements for most occupations in each field of study, regional employment forecasts and ranges of compensation for each occupation they study, and how to perform some of the basic jobs related to each program. Students are graded on Preparedness, Safety, Participation, & Quality of Work.

~~Enrollment in Exploratory, while encouraged, is not a requirement for eligibility to enroll in a Level 1 Introductory CTE course or Program.~~

VIXI. REVIEW AND APPEALS PROCESS

ADMISSION TO/ENROLLMENT IN CRLS/Rindge School of Technical Arts

If ~~CRLS does not accept~~ an applicant is not accepted, or if a student is placed on a waitlist, the applicant or their parent/guardian/caregiver may request that the Executive Director of the Rindge School of Technical Arts review that decision within 10 days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
lradvillamananis@cpsd.us	<u>Executive Director</u> RSTA/Cambridge Rindge & Latin School 459 Broadway Cambridge, MA 02138

The RSTA Executive Director 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 RSTA Executive Director will review the following information:

Total enrollment of CRLS relative to capacity

Enrollment requests

Available seats in Ch. 74 courses in question

~~Application material from non-resident students~~

VIII. PROGRAM-SPECIFIC ADMISSION

As detailed above, a student may enroll in any RSTA course for which they are eligible; all RSTA courses are elective and a non-selective approach to enrolling students is used. RSTA also offers an exploratory program of its chapter 74 programs in which CRLS 9th grade students, who elect to take this course, rotate through all of the RSTA offerings to provide exposure to and awareness of a variety of options that inform future educational and career goals.

IX. RETENTION STRATEGIES

Grading:

- Teachers will provide all their classes with an explanation of their grading procedures and their expectations for students.
- Explanations and expectations are given out and/or posted during the first few weeks of each course. Students should be sure they understand what is expected of them in each of their classes.

- Parents/Guardians/Caregivers will receive copies of class grading procedures at or before the Curriculum Night which is held in the first four weeks of each semester

CRLS is working toward more equitable grading practices. With this in mind, grades have a floor of fifty percent (50%), students are allowed to revise assignments (some restrictions apply), students are not graded on studentship without clear rubrics on skills reinforced in the course, and extra credit is prohibited.

CRLS recognizes that learning is a process, and students should have opportunities to revise and improve their work.

Grading Guidelines:

- Students need to be given the opportunity to revise/retake at least one assignment/assessment each quarter
- Midterms and Finals - defined as assignments/assessments given or due within the last week of a quarter - are not eligible for revisions or retakes.
- The new grade replaces the original in the gradebook.

Department and grade-level teams will set additional guidelines regarding revision/retakes, and common courses must have identical retake and revision parameters including:

- Deadlines for revisions or retakes
- Limits on what can be revised, or how many assignments can be revised
- Optional: Required reflection forms or protocols

XII. MAINTENANCE OF RECORDS

The ~~Rindge School of Technical Arts~~ maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria (if used), to facilitate analysis of its admissions system and compliance with applicable laws and regulations. ~~the Rindge School of Technical Arts~~ will provide this information to the Department upon request. All such information is maintained as student record information within CPS' student information system.

APPENDICESX

CTE Non-Resident Student Application Information

Chapter 75 Non-Resident Student Application

A. Application Form for Non-Cambridge Residents

B. Chapter 74 Non-resident Tuition Application

C. Scoring Rubric for Admission Application material (Non-residents)



CAREER TECHNICAL EDUCATION (Ch74) NONRESIDENT STUDENT TUITION APPLICATION

Website | 781-338-3908

Form Overview

Use this form when a student has applied for admission to a Career Technical Education Chapter 74 (CTE) program outside of the district where they live and is requesting tuition and transportation from the town where they live. This form may not be modified. If this form is printed, the entire form with instructions should be printed. The Department of Elementary and Secondary Education's Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 are available at [CTE Admissions - College, Career and Technical Education \(mass.edu\)](https://www.mass.gov/info-details/cte-admissions-college-career-and-technical-education). The Guidelines provide important information about the nonresident tuition process and should be reviewed.

Form Responsibilities

Section	Who Completes	Timeline
Section 1	Parent/Guardian and Student with the help of the school/district where the student wants to attend) (Receiving School)	This application must be submitted to the superintendent of the District of Residence by April 1 . If a student moves to a non-resident district after April 1, the student shall submit this application as soon as practicable. 603 CMR 4.03(6)(b)2 Note that nonresident students must apply for admission to the receiving school no later than March 15th of the preceding school year.
Section 2	The superintendent of the District of Residence (Sending District)	The superintendent must complete Section 2 within 10 business days of receipt and return it to the parent/guardian with a copy to the receiving school. Districts must keep copies of approved nonresident applications on file and make them available for verification and audit.
Appeals Process Form	This section is only completed if Section 2 decision is appealed. Parent or Guardian submits the request, and MA Department of Elementary and Secondary Education (DESE) makes the decision and completes the form.	The MA Department of Elementary and Secondary Education (DESE) makes every effort to complete the review in 10 business days .



CAREER TECHNICAL EDUCATION (Ch74) NONRESIDENT STUDENT TUITION APPLICATION

Website | 781-338-3908

Section 1

The receiving district (someone from the school where the student wants to attend) will help the parent or guardian and student complete this section.

Student and Family Info:

Student First Name: Enter text.	Middle Name: Enter text.
Student Last Name: Enter text.	
Street Address of Student: Enter text.	
City/Town: Enter text.	Zip code: Enter text.
Last Name of Parent or Guardian: Enter text.	First Name of Parent or Guardian: Enter text.
Street Address of Parent or Guardian: Enter text.	
City/Town: Enter text.	Zip code: Enter text.
Parent Signature:	Date Enter text.

Student's current School and District of Residence (The district where the student is living) (Sending District)

Name of District: Enter text.	Name of School currently attending: Enter text.
District Contact Person: Enter text.	Contact Phone: Enter text.
Current Enrolled Grade of Student at this school: Enter text.	

School/District (the school/district where the student wants to attend) (Receiving School):

Name of Receiving School/District: Enter text.	CTE Program Title*: Enter text.
Starting School Year: Enter text.	Starting Grade: Enter text.
Contact Person in Receiving District: Enter text.	Contact Phone: Enter text.

* Please name specific program the student is interested in, not "Exploratory".

* You can learn more about each program [here](#).

Section 2

To be completed by the Superintendent of the Current District of Residence (Sending District):

Approved <input type="checkbox"/>	If approved, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. 4.04(6)(b)3 The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. M.G.L. Ch 74, Section 8A Beginning Academic year: Enter text. Estimated Graduation year: Enter text. Estimated Annual Tuition**: Enter text. **Nonresident tuition rates are posted here annually.
Not Approved <input type="checkbox"/>	The reason for disapproval must be clearly stated here. Enter text. If not approved, a parent or guardian has a right to request a review by the Commissioner. The requests are processed by the Office for College, Career, and Technical Education.

Superintendent Name: Enter text. **Phone Number** Enter text.

Superintendent Signature: **Date:** Enter text.



**CAREER TECHNICAL EDUCATION (Ch74)
NONRESIDENT STUDENT TUITION APPLICATION**

Website | 781-338-3908

Appeals Process Form

To be completed by the Department of Elementary and Secondary Education in the event of a parent or guardian requesting a review of the denial of nonresident tuition.

REQUEST FOR REVIEW PROCESS The non-resident student's parent or guardian may request that the Department review the disapproval. The request for a review and any supporting documentation shall be submitted in writing to the Department no later than May 1st, or in the event of a student move after April 1, within 14 school days of the application's disapproval.

A request may be submitted by:

- Mail to DESE: Office for College, Career, and Technical Education, 135 Santilli Highway, Everett, MA 02149
- Deliver in person to 135 Santilli Highway, Everett, MA 02149 (3rd Floor)
- Emailed to CCTE@mass.gov

Students may not be denied access to CTE programs because of the race, color, sex, gender identity, religion, national origin, disability, or sexual orientation of the student.

All students may apply for CTE Chapter 74 Nonresident Student Tuition and Transportation and all parents/guardians may Request a Review if the CTE Chapter 74 Nonresident Student Tuition Application is not approved. The Nonresident Tuition Review process considers eligibility to attend the district based on non-resident policies. It is not a review of a school's admission decision. Concerns about the admissions decision should be directed to [MA DESE Problem Resolution System](#).

MA DESE Selects One:

Upheld <input type="checkbox"/>	If upheld, the city or town of residence is not required to pay nonresident tuition or provide transportation.
Overtured <input type="checkbox"/>	If overturned, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. 4.04(6)(b)3 The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. M.G.L. Ch 74, Section 8A

See attached letter for rationale for DESE decision.

DESE Representative Name: Enter text. *DESE Representative Title:* Enter text.

DESE Representative Signature: *Date:* Enter text.