

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

I. EQUAL EDUCATIONAL OPPORTUNITY

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

CPS 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 with any questions.

Students with disabilities may voluntarily identify themselves to the CRLS to request reasonable accommodations during the course selection and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their enrollment in the RSTA.

Consistent with Massachusetts [regulations](#), CPS has created a plan with "deliberate, specific strategies to promote equal educational opportunities."

The plan for insuring Equal Educational Opportunity is that annually each fall, 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 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 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 to apply for admission to CRLS for the specific purpose of enrolling in an approved Chapter 74 CTE program at RSTA, 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.

HOMESCHOOLED STUDENTS:

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 at another school may apply for admission to CRLS for the specific purpose of enrolling in an approved Chapter 74 CTE program in RSTA 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 enroll into the requested course is subject to seat availability.

SCHOOL CHOICE:

CPS 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. RECRUITMENT POLICIES

CPS maintains a calendar of events on its website <https://cpsdrsta.ss5.sharpschool.com/>

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: (617) 349-7782 Email: lradvilla@cpsd.us

RSTA 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.

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.

RSTA 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. 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.

V. 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.

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 Executive 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 state-designated CTE program in another school who are seeking to transfer may apply for admission to RSTA at CRLS. Please contact the RSTA Office at (617) 349-7782 with any questions or to request an application form.

VI. SELECTION PROCESS (for Cambridge Students)

When RSTA receives more course enrollment requests than there are available seats, RSTA applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-resident students.

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.

SELECTION PROCESS (for Non-Cambridge Resident Students)

When a non-Cambridge resident student applies for Admission to CR LS for the purpose of enrolling in a RSTA CTE Program, 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** 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 ss[37H1/2](#), 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

VII. APPEALS PROCESS

If 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 RS TA 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
lradvilla@cpsd.us	Executive Director 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*

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

X. MAINTENANCE OF RECORDS

RSTA maintains records of all students who apply, enroll, or are waitlisted to facilitate analysis of its admissions system and compliance with applicable laws and regulations. RS TA will provide this information to the Department upon request. All such information is maintained as student record information within CPS' student information system.

APPENDICES

[CTE Non-Resident Student Application Information](#)

Chapter 75 Non-Resident Student Application

Updated: October 21, 2025