ESSEX COUNTY SCHOOLS OF TECHNOLOGY
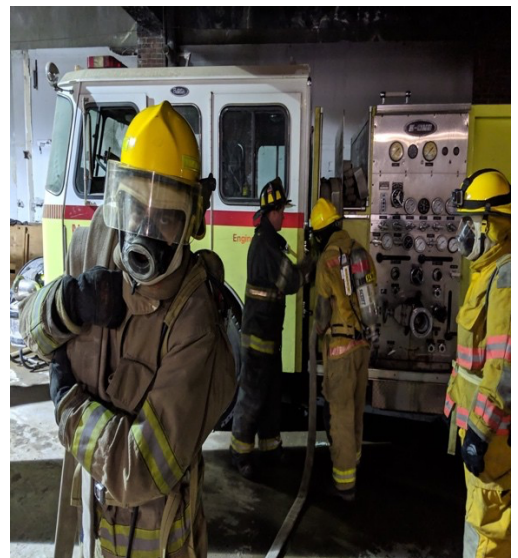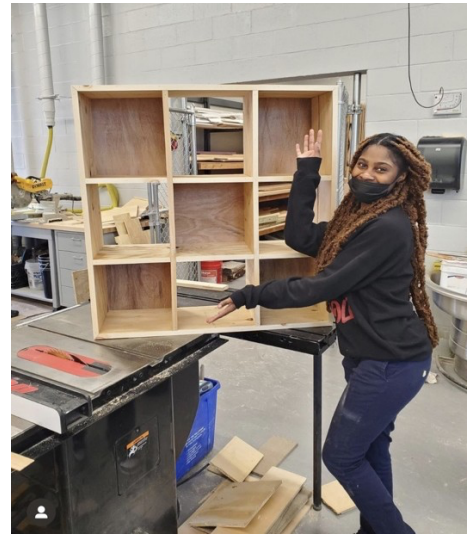
GUIDE TO APPLYING FOR 2023-2024 SY

APPLICATION OPENS OCTOBER 18, 2022 – EXTENDED CLOSING MARCH 15, 2023!

"Our Schools of Technology offer our students a dynamic, first-class education that will provide them with the foundation for a successful future."
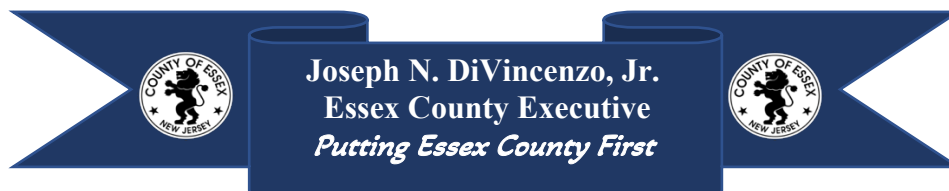
ESSEX COUNTY SCHOOLS OF TECHNOLOGY

Joseph N. DiVincenzo, Jr.
Essex County Executive
Putting Essex County First

BOARD OF EDUCATION

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Enrique Lomba, Supervisor of ESL/World Language
Grisel Morales, Supervisor of ESL/Media Specialists
Gabriel Rispoli, Director of Security, Safety, & Transportation
Gerhard Sanchez, Director of PE/Health &
Patricia Schaffer, Supervisor of Support-Related Services
Bruce Scrivo, Director of Facilities & Operations
Bickram Singh, Supervisor of Program Accountability

Essex County Donald M. Payne Tech
Principal: Eric Love
Vice Principal: Tamika Brown-Wesley
Emily Bonilla
Anibal Ponce

Essex County Newark Tech
Principal: Carmen Morales
Vice Principal: Jenabu Williams

Essex County West Caldwell Tech
Principal: Ayisha Ingram-Robinson
Vice Principal: Ali Reza Aryakia

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ESSEX COUNTY SCHOOLS OF TECHNOLOGY

Welcome to the Essex County Schools of Technology District!

These are exciting times for our school district. Over the last five years, we have invested over $200 million to build the Essex County Donald M. Payne, Sr. School of Technology and modernize and expand Essex County West Caldwell Tech and Essex County Newark Tech. These initiatives have transformed our schools into modern learning centers and allowed us to incorporate the newest technology into all curriculum areas.

In 2021, we graduated 600 students from our three schools – the largest graduating class in the history of our district. Our students are high achievers who exceed state math and language arts standards, demonstrate proficiency in multiple languages, and complete Advanced Placement courses in 11 different subject areas. Our students also benefit from unique opportunities and programs where they can earn dual-college credits or an Associate Degree in Liberal Arts while receiving their high school diploma.

The Essex County Schools of Technology was the first district of its kind when it was created in 1914. Today we continue to be a leader in vocational education with our cutting-edge curriculum, use of technology, contemporary classrooms, and a team of amazingly gifted and talented staff.

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

TABLE OF CONTENTS

Why attend the Essex County Vocational Technical Schools?

ESSEX COUNTY SCHOOLS OF TECHNOLOGY · NEW JERSEY

www.essextech.org

U.S. Department of Education · National Blue Ribbon Schools

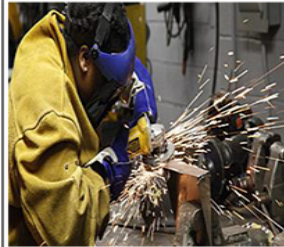### Advanced Placement Courses...
- ☑ AP English Language & Composition
- ☑ AP English Literature & Composition
- ☑ AP Calculus A/B
- ☑ AP Spanish Language & Culture
- ☑ AP United States History
- ☑ AP US Government
- ☑ AP 2D Studio Art
- ☑ AP Music Production

NATIONAL TITLE I DISTINGUISHED SCHOOLS · NATIONAL TITLE I ASSOCIATION

Career Readiness Programs...
- ➤ Engineering Technology
- ➤ Electrical, Electronic and Communications Engineering Technology/Technician
- ➤ Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
- ➤ Computer Technology/Computer Systems Technology
- ➤ Architectural Drafting and Architectural CAD/CADD
- ➤ Mechanical Drafting and Mechanical Drafting CAD/CADD
- ➤ Accounting Technology/Technician & Bookkeeping

Sports Program...
- JV Boys Soccer
- Varsity Girls Volleyball
- JV Girls Volleyball
- Freshmen Girls Volleyball
- Varsity Boys Volleyball
- JV Boys Volleyball
- Freshmen Boys Volleyball
- Varsity Boys Basketball
- Varsity Girls Basketball
- JV Boys Basketball
- JV Girls Basketball

BEST HIGH SCHOOLS · U.S. News & World Report

Career Readiness Programs...
- ➤ Applied Horticulture/Horticulture Operations
- ➤ Radio & Television
- ➤ Printing Management
- ➤ Computer Programming
- ➤ Computer Systems Networking and Telecommunications
- ➤ Cosmetology
- ➤ Culinary Arts/Chef Training
- ➤ Law, Public Safety, & Security
- ➤ Carpentry/Carpenter
- ➤ Electrician
- ➤ Administrative Assistant and Secretarial Science
- ➤ Building Construction Technology

We Teach We Learn

Clubs...
- HOSA Club
- Book/Debate/Drama /Fashion
- DECA
- Future Farmers of America
- Poetry Club
- Robotics
- Yearbook
- Music/Dance Troupe
- Skills USA – VICA
- Student Technology Association
- Student Council
- Bowling Club
- Internet Radio

GenCyber

U.S. DEPARTMENT OF EDUCATION · Green Ribbon Schools

Sports Program...
- Cheerleading
- Varsity Baseball
- JV Baseball
- Cross County
- Varsity Track
- Track Jr. Varsity
- JV Girls Soccer
- Varsity Boys Soccer

LOUISVILLE WELCOMES SkillsUSA · SkillsUSA National Leadership & Skills Conference

Clubs...
- Choir Club
- Mock Trial
- Multicultural Club
- Webmaster
- Literary Magazine
- Something Unique
- Anime Club
- FBLA
- National Honor Society
- National Arts Society

Sports Program...
- Basketball Varsity – Girls
- Basketball Jr. Varsity – Girls
- Basketball Varsity – Boys
- Basketball Jr. Varsity – Boys
- Softball Jr. Varsity
- JV Softball
- Varsity Girls Soccer

Career Readiness Programs...
- ➤ Plumbing Technology
- ➤ Autobody/Collision & Repair Technology
- ➤ Automobile/Automotive Mechanics Technology/Technician
- ➤ Welding Technology/Welder
- ➤ Cabinetmaking and Millwork
- ➤ Commercial & Advertising Art
- ➤ Music Technology
- ➤ Dental Assistant
- ➤ Nursing Assistant/Aide and Patient Care Assistant/Aide
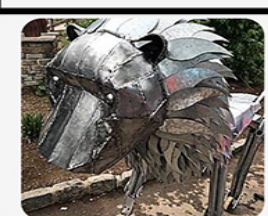
Academic Programs...
- ✓ Special Education
- ✓ English as a Second Language
- ✓ Academic Electives
- ✓ College Level Courses
- ✓ Honors Program
- ✓ Advanced Placement (AP) Courses

2018 Payne Tech

STATE OF NEW JERSEY · BILITERACY · DEPARTMENT OF EDUCATION

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

Career & Technical Education Programs by Campus

Essex County Donald M. Payne Sr. Tech

➢ Business Organization & Management
➢ Commercial and Graphic Arts
➢ Construction Trades Technology
➢ Cosmetology
➢ Culinary Arts/ Farm to Table
➢ Digital Filmmaking/Television Production
➢ Engineering/Robotics
➢ Fashion Design
➢ Interactive Game Design
➢ Law and Public Safety Academy
➢ Music Technology
➢ Web Design

Essex County Newark Tech

➢ Automotive Technology
➢ Business Organization & Management
➢ Cabinetmaking Technology
➢ Engineering/Robotics Academy
➢ Health Careers Academy
➢ Welding Technology

Essex County West Caldwell Tech

➢ Animal Science
➢ Automotive Technology
➢ Business Organization & Management
➢ Construction Trades Technology
➢ Cosmetology
➢ Culinary Arts
➢ Engineering/Robotics Academy
➢ Graphic Design
➢ Music Technology

Check out our CTE video art gallery!

https://www.essextech.org/cte-video-gallery/

ESSEX COUNTY SCHOOLS OF TECHNOLOGY
GETTING READY TO APPLY!!!

APPLICANTS…BEFORE YOU BEGIN…!!!!!

1. *Gather the following information from your school:*
   - *Your 8th-grade school counselor's name*
   - *Your 8th-grade school counselor's email address*
   - **Your 10-digit State Identification Number (SID). (This is NOT your Social Security Number).*

     *Public School Applicants: SID numbers can be found on State Assessments such as the NJSLA and Start Strong and also on IEPs.

     *Nonpublic school applicants may not have a SID number. Please follow the instructions on the application.

2. *Read the Admissions Rubric and Process carefully before starting an application.*

3. *Complete only one application for the district.*

4. *Remember to hit SUBMIT at the end of the application.*

5. *Deadline extended to March 15, 2023!*

Thank you for your interest in Essex County Schools of Technology!!!

ADMISSIONS SCORING RUBRICS

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

ADMISSIONS	POINTS
ACADEMIC POINTS (7TH – 10 PTS & 8TH – 10 PTS)	20
PRIOR ASSESSMENT SCORES (NJSLA, TERRA NOVA, ETC)	20
DIAGNOSTIC ADMISSIONS ASSESSMENT (ELA&MATH)	40
PRESENTATION (INTERVIEW, ESSAY & RECOMMENDATIONS)	20
MAXIMUM TOTAL POINTS	100

INTERVIEW RUBRIC = 10 POINTS				
10	8	6	4	2
Shows Continuous Exceptional Skills, Character, and/or Development	Shows Significant Improvement in Skills, Character, and/or Development	Less Support May Be Needed to improve Skills, Character, and/or Development	Moderate Support May Be Needed to Improve Skills, Character, and/or Development	Strong Support May Be Needed to Improve Skills, Character, and/or Development
SAMPLE WRITING/ESSAY RUBRIC = 5 POINTS				
5	4	3	2	1
Shows Exceptional Skill Development -Compelling opening, middle, and conclusion -Clear, concise, and detailed, with no grammar or punctuation errors.	Shows Advanced Skill Development -Minor error(s) opening, middle, and conclusion. -Clear, concise, and detailed, with minor error(s) in grammar or punctuation.	Shows Less Support May Be Needed for Skill Development in ELA -Somewhat on topic. -The essay has a beginning, middle, and end. -The essay is organized but could be more compelling. -Clear, concise, and detailed, with minor errors in grammar or punctuation.	Moderate Support May Be Needed for Skill Development in ELA -Somewhat on topic. -The essay lacks a beginning, middle, and end. - The essay lacks organization -The essay is unconvincing - Unclear with significant errors in grammar or punctuation	Strong Support May Be Needed for Skill Development in ELA. - Off-topic and/or incomplete or disorganized Significant -Unclear with significant errors in grammar or punctuation.
RECOMMENDATION RUBRIC = 5 POINTS				
5	4	3	2	1
Shows Continuous Exceptional Character and/or Development	Shows a Significant Improvement in Character and/or Development	Less Support May Be Needed to Improve Character and/or Development	Moderate Support May Be Needed to Improve Character and Development	Strong Support May Be Needed to Improve Skills, Character, and Development

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ESSEX COUNTY SCHOOLS OF TECHNOLOGY
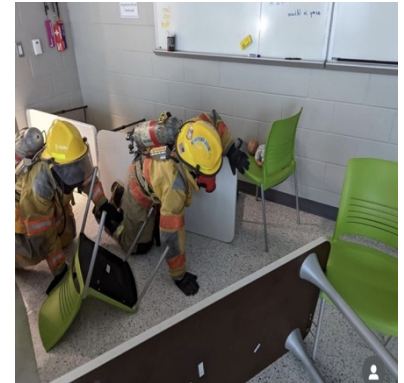## SCORING RUBRIC BY POINTS

INSTRUCTIONS: PLEASE SELECT THE VALUE FROM THE DROPDOWN MENU IN EACH CELL TO CALCULATE THE TOTAL SCORE						
ACADEMIC POINTS	All A's	A-B	A-B-C	A-B-C-D	D-F	
FINAL 7TH GRADE	10	8	6	4	2	
ELA, MATH, SS, SCI						
Max = 10	10	0	0	0	0	0
ACADEMIC POINTS	All A's	A-B	A-B-C	A-B-C-D	D-F	
8TH GRADE	10	8	6	4	2	
ELA, MATH, SS, SCI						
Max = 10	0	0	0	0	0	0
NJSLA (Score)	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	
CONTENT	10	8	6	4	2	
MATH						
LANG ARTS						
Max = 20	0	0	0	0	0	0
DIAGNOSTIC ASSESSMENT	13-11	10-8	7-6	5-4	<3	-
CONTENT	20	15	10	5	1	-
MATH						
LANG ARTS						
Max = 40	0	0	0	0	0	0
PRESENTATION	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	
CONTENT	10	8	6	4	2	
INTERVIEW						
CONTENT	5	4	3	2	1	
ESSAY/WRITING SAMPLE						
RECOMMENDATIONS						
Max = 20	0	0	0	0	0	0
					TOTAL POINTS	0

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

1. Applying:

☐ Student/Parent Complete One Online Application/Essay before the Closing Date.

☐ All communication will take place using the Electronic Application website and the email addresses provided in the application. Students and parents should check their spam for confirmation of the application submission and check their email frequently for information related to the application process.

☐ Full-time Applicants will be invited to a Diagnostic Admissions Assessment for Literacy and Mathematics via email. (Share-time Applicants do not participate in admissions testing).

☐ Full-time Applicants who receive support or accommodations for ESL, Section 504, or Special Education may voluntarily inform the District to receive extended time on the Diagnostic Admissions Assessment.

☐ Parents/Students will receive and complete the Electronic Diagnostic Assessment Registration Form to Confirm Attendance to the Admission Assessment.

☐ Guidance Department Administrative Professionals will schedule interviews for selected candidates. **Note: All applicants are not selected for an interview.**

☐ School Admission Committee Members host interviews and review requested student records.

2. Commitment Contract:

☐ Accepted students are notified via email of their Conditional Acceptance contingent on completing additional requirements.

☐ Non-accepted students will receive notification by June 1, 2023. Non-accepted students will be given an option to remain on a waitlist through September 8, 2023. Non-accepted students must prepare to attend their district school since the waitlist is not guaranteed, and very few students may be contacted.

Conditional Accepted Students Only:

☐ Students/Parents complete and submit a Commitment Contract confirming their acceptance and attendance.

☐ Students/Parents will receive a Snap Code via the Online Application email to complete the required Online Student Registration by **June 15, 2023.**

3. Online Student Registration Process:

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

☐ Open the Online Registration Using the SnapCode sent to Application Email Address: Answer Questions, add the student's School State Identification Number (SID), and Upload Receipts for Medical and Proof of Residency Verification.

☐ **Enter State Identification Number (SID #):** Obtain the student's 10-digit State ID from a school counselor, case manager, state assessment report, IEP, etc. This is not a social security number.

☐ **Obtain and Upload the Signed Medical Submission Verification Receipt: By May 30, 2023, parents will submit, in person, to the School Nurse only, the medical forms found online or through the Health Office.** The medical forms will include their child's immunization records, physical form, asthma plan, if applicable, and other required documents. Parents will receive a Signed Medical Submission Verification Receipt to upload to the Registration Platform. Note: Only School Nurses may complete the Medical Verification Process. No other district staff may receive, review, or approve medical records. Health Office Link: https://www.essextech.org/health-services/

☐ **Obtain and Upload Proof of Residency Receipt:**
o Newark Residents: Proof of Residency verification for Newark Residents will take place at Essex County Schools of Technology. Parents must provide three (3) Proofs within 30-days of the verification date. Parents will be notified of the verification dates and times via the email address used for the Online Application.

o Irvington Residents: Students/Parents will obtain a temporary form to upload to the Registration Platform upon submitting their child's medical records. **Parents must go to the Irvington Board of Education or Selected Location to complete their child's transfer by August 25, 2023**.

o Residents of All Other Essex County Municipalities: **Parents must go to their district Board of Education to complete and sign the Proof of Residency Form and inform their sending district of their child's admissions and plans for attending Essex County Schools of Technology**. Parents return the Proof of Residency Form, in person, to Guidance Administrative Professionals on collection dates and obtain a receipt to upload to the Online Registration platform by June 30, 2023.

☐ **Complete and Submit the Online Registration by no later than 11:59 p.m. on July 15, 2023.**

4. Summer Enrichment Program

☐ Attend and Complete the Summer Enrichment (Transition) Program: All students accepted to Essex County Schools of Technology will attend the Summer Enrichment Program from July 5, 2023 - August 4, 2023.
☐ Pre-College Summer Programs – Only students who attend Pre-college Programs may be excused from the Summer Enrichment Program; however, those students must receive a satisfactory evaluation from the program they attend.

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

1.   Applying:

☐   Student/Parent Complete One Online Application/Essay before the Closing Date.

☐   All communication will take place using the Electronic Application website and the email addresses provided in the application. Students and parents should check their spam for confirmation of the application submission and check their email frequently for information related to the application process.

☐   Shared-time Applicants who receive support or accommodations for ESL, Section 504, or Special Education may voluntarily inform the district of necessary support.

☐   **SHARED-TIME APPLICANTS DO NOT PARTICIPATE IN ADMISSION ASSESSMENTS!**

☐   Guidance Department Administrative Professionals will schedule interviews for selected candidates. Note: All applicants are not selected for an interview.

☐   School Admission Committee Members host interviews and review requested student records.

2.   Commitment Contract:

☐   Accepted students are notified via email of their Conditional Acceptance contingent on completing additional requirements.

☐   Non-accepted students will receive notification by June 1, 2023. Non-accepted students will be given an option to remain on a waitlist through September 8, 2023. Non-accepted students must prepare to attend their district school since the waitlist is not guaranteed, and very few students may be contacted.

Conditional Accepted Students Only:

☐   Students/Parents complete and submit a Commitment Contract confirming their acceptance and attendance by the required date.

☐   Students/Parents will receive a Snap Code via the Online Application email to complete the required Online Student Registration by **June 15, 2023.**

3. Online Student Registration Process:

☐   Open the Online Registration Using the SnapCode sent to Application Email Address: Answer

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ESSEX COUNTY SCHOOLS OF TECHNOLOGY

Questions, add the student's School State Identification Number (SID) and Upload Receipts for Medical and Proof of Residency Verification.

☐ Enter State Identification Number (SID #): Obtain the student's 10-digit State ID from a school counselor, case manager, state assessment report, IEP, etc. This is not a social security number.

☐ **Obtain and Upload the Signed Medical Submission Verification Receipt: By May 30, 2023, parents will submit, in person, to the School Nurse only, the medical forms found online or through the Health Office.** The medical forms will include their child's immunization records, physical form, asthma plan, if applicable, and other required documents. Parents will receive a Signed Medical Submission Verification Receipt to upload to the Registration Platform. Note: Only School Nurses may complete the Medical Verification Process. No other district staff may receive, review, or approve medical records. Health Office Link: https://www.essextech.org/health-services/

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☐ **Complete and Submit the Online Registration by no later than 11:59 p.m. on July 15, 2023.**

4. SHARED-TIME STUDENTS DO NOT ATTEND THE SUMMER ENRICHMENT PROGRAM!

ESSEX COUNTY SCHOOLS OF TECHNOLOGY
IMPORTANT ADMISSIONS DATES

DEADLINES FOR ADMISSIONS				
October 18: Online Application Opens for 2023- 2024 Admissions	**November 19:** Host Virtual Open Houses by School	**Extended Deadline March 15, 2023:** InfoSnap Online Application Closes for 2023-2024 Admissions	**June 6-10:** Accepted Students & Parent Meeting	**June 30:** Collect Sending District Registration, Transfer & Medical Forms Due for Incoming Students

Diagnostic Assessment 1	Diagnostic Assessment 2	Diagnostic Assessment 3	Diagnostic Assessment 4	Diagnostic Assessment 5
November 5: Diagnostic Assessment 1	**December 10:** Diagnostic Assessment 2	**January 21:** Diagnostic Assessment 3 **January 28:** WIDA Screener	**February 25:** Diagnostic Assessment 4	**March 25:** Diagnostic Assessment 5 WIDA Screener **April 1**
TBA	**December 19-22:** Anticipated Interview Invitations from Guidance Admin Professionals	**February 6-10:** Anticipated Interview Invitations from Guidance Admin Professionals	**March 13-17:** Anticipated Interview Invitations from Guidance Admin Professionals	**April 3-7:** Anticipated Interview Invitations from Guidance Admin Professionals
TBA	**January 9-20:** Interviews	**February 27-March 10:** Interviews	**March 20-31:** Interviews	**April 18-28:** Interviews
February 13-17: Decisions Released	**February 13-17:** Decisions Released	**March 27-31:** Decisions Released	**April 17-21:** Decisions Released	**May 22-26:** Decisions Released
DATE TBA Commitment Letters Due to Guidance Admin Professionals	**DATE TBA** Commitment Letters Due to Guidance Admin Professionals	**DATE TBA** Commitment Letters Due to Guidance Admin Professionals	**DATE TBA** Commitment Letters Due to Guidance Admin Professionals	**DATE TBA** Commitment Letters Due to Guidance Admin Professionals

ESSEX COUNTY SCHOOLS OF TECHNOLOGY
ADMISSIONS COMMITTEE MEMBERS

OFFICE OF STUDENT-RELATED SERVICES
Dr. Patricia Clark-Jeter
Director of Student-Related Services & District 504 Coordinator pjeter@essextech.org
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Supervisor of Student-Related Services pschaffer@essesxtech.org
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Career & Technical Education Evaluator/Transition Coordinator
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ssabatino@essextech.org

Enrique Lomba
Supervisor of English as a Second Language elomba@essextech.org
(973) 412-2203 Ext. 2286

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John Dolan
Director of Career & Technical Education jdolan@essextech.org
(973) 412-2203 Ext. 2221

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Zaida Guerrero
Guidance Administrative Professional
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ESSEX COUNTY WEST CALDWELL TECH
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Guidance Administrative Professional
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DISTRICT PARENT COORDINATOR
Rosa Hermida
rhermida@essextech.org
(973) 412-2205 Ext. 2248
SCHOOL COUNSELORS
https://www.essextech.org/school- counseling-staff/

CHILD STUDY TEAMS
https://www.essextech.org/wp- content/uploads/sites/1003/2021/12/Special- Services- Staff.pdf

SELECTED INSTRUCTIONAL STAFF

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ESSEX COUNTY SCHOOLS OF TECHNOLOGY

STATEMENT OF NON-DISCRIMINATION

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STATEMENT OF NON-DISCRIMINATION

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or vocational educational opportunities against any person because of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status, or veteran status. Further, state and federal protection is extended for disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, family status, and other applicable laws. Further information regarding these policies can be obtained from the 504 Compliance Officer, Dr. Patricia Clark-Jeter, pjeter@essextech.org, (973-412-2030), or Affirmative Action Officer, Mr. Michael Venezia, mvenezia@essextech.org, (973-412-2072).

</div>