

ASSABET VALLEY REGIONAL TECHNICAL HIGH SCHOOL

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary. All applicants to grades nine through eleven at Assabet Valley Regional Technical High School will be evaluated using the criteria contained in this Admission Policy. The Assabet Valley School Committee approved this policy on January 5, 2010.

II. EQUAL EDUCATIONAL OPPORTUNITY

Assabet Valley Regional Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability or homelessness status.

If there is a student with limited English proficiency, a qualified representative from Assabet Valley will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process, upon the request of the applicant. Applications are available in English, Spanish and Portuguese. Accommodations for any other linguistic groups will be made upon request.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability, submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

III. ELIGIBILITY

Any eighth, ninth or tenth grade student, including homeless or home schooled students, who is a resident of the Assabet Valley Regional Vocational School District (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough), who expects to be promoted by their local district to the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to the availability of openings. Applications received by the February 1 deadline will be considered for fall admissions. Resident students will be evaluated using the criteria contained in this Admission Policy. Home schooled students must provide documentation from local superintendent showing approval of curriculum and evidence of work reflecting state benchmarks. Priority for admission is given to Assabet Valley Regional Vocational School District residents according to the District Agreement.

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

Students who are not residents of the Assabet Valley Regional Vocational School District are eligible to apply for fall admission or admission during the school year, subject to the availability of openings, provided they expect to be promoted by their local district to the grade they seek to enter. Non-resident students will be evaluated using the criteria contained in this Admission Policy.

A nonresident student seeking admission to Assabet Valley Regional Technical High School in grades 9, and 10 under M.G.L. c.74, Sections 7 and 7C must follow the admission process outlined in this Admission policy. All nonresidents will be evaluated and ranked using the criteria set forth in this Admissions Policy.

Students who begin their enrollment as District residents and move outside of the District during their enrollment, who request to remain at Assabet as nonresidents under M.G.L. c. 74, Section 7 and 7C will be allowed to do so providing that they obtain approval from the Superintendent of the student's District of Residence in accordance with the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* located at: http://www.doe.mass.edu/cte/admissions/nonres_guidelines.

In all cases, nonresident applicants must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: www.doe.mass.edu/cte/admissions) with the Superintendent of the student's district of residence in accordance with the MA Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74. www.doe.mass.edu/cte/admissions/nonres_guidelines.

If the student's parent/guardian finds that the decision of the Superintendent of the District of Residence is contrary to law, regulations, Board of Education or Department of Elementary and Secondary Education policy, the application may be forwarded to the Department for review within 10 business days of its receipt from the District of Residence in accordance with the Guidelines for the Vocational Technical Education Program Nonresident Student tuition Process pursuant to M.G.L. c. 74. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Assabet Valley as nonresidents under M.G.L. c.74, Sections 7 and 7C.

Transfer students from other M.G.L. c. 74 state approved vocational technical programs, who move into the Assabet Valley Regional Vocational School District are eligible to apply for fall admission or admission during the school year to grades 9-12 at Assabet Valley, provided they expect to be promoted by their current school to the grade they seek to enter. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Assabet Valley Regional Technical High School does not participate in school choice.

Students who are homeless will be accepted to Assabet Valley Regional Technical High School according to the selection criteria contained in this admission policy.

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

Students who are formally being home schooled may apply for admission to Assabet Valley Regional Technical High School, including admission during the school year, provided all admission criteria are followed. The Home School student's parent(s)/guardians(s) must submit a copy of the Home School approval letter from the local school superintendent. Home schooled students will be accepted to Assabet Valley Regional Technical High School according to the selection criteria contained in this admission policy. Please refer to Section VI: Application Process for additional information regarding selection criteria.

IV. ORGANIZATIONAL STRUCTURE

Assabet Valley Regional Technical High School is a public school located on a scenic campus in Marlborough, Massachusetts. It is operated by the Assabet Valley Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Assabet Valley is committed to providing quality academic and vocational technical programs.

It is the responsibility of the Assabet Valley Superintendent to oversee the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy. Assabet Valley has an Admissions Committee appointed annually by the Superintendent. The committee consists of the following:

Director of Pupil Personnel Services, Chairperson

Assabet Valley Admissions/ Public Relations Coordinator

2 Guidance Counselors

2 Teachers

The Director of Pupil Personnel Services, Assabet Valley Admissions/Public Relations Coordinator and Guidance Counselors are designated. A posting for staff volunteers is placed in the fall. Once the committee is fully appointed by the Superintendent a group meeting/training is conducted by the Director of Pupil Personnel Services prior to application review and interview. The training consists of review of the admissions policy, review of scoring rubric and review of interview rubric.

The responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

The Director of Pupil Personnel Services is responsible for supervising all aspects of the admission process.

V. RECRUITMENT PROCESS

Assabet Valley disseminates information about the school through a variety of methods.

- a. A timetable of all admission activities is developed in August, posted to the school website, and mailed to the guidance office of each sending school district and to each seventh and eighth grade student in those districts.
- b. Career Awareness Days are scheduled in October, and all eighth graders are invited to visit the school and see the technical programs in action. Transportation to and from Career Awareness Days is provided by Assabet Valley.
- c. Admission Information/Exhibit Night is a school-wide open house in December during which parents, students and the local community can see demonstrations and talk to teachers in all of the academic and technical programs in the school. Admissions Information Sessions are presented for prospective applicants and their parents.
- d. The Assabet Valley recruitment materials, which describes the vocational technical programs, academic courses, sports, clubs, cooperative education, and special education resources, is mailed to every seventh and eighth grade student, supplied to all local sending schools, and distributed during all open house and information sessions.

VI. APPLICATION PROCESS

A. For Fall Admission* to the Ninth, Tenth and Eleventh Grades

1. Students interested in applying to Assabet Valley for fall admission to the ninth, tenth, and eleventh grade must:
 - a. Obtain an application from the local school guidance counselor, from the AV website (www.assabettech.com), or from the Assabet Valley guidance office (508)485-9430.
 - b. Return the completed application, signed by the applicant and parent/guardian, to their local school guidance counselor by the deadline set by the guidance counselor.
 - c. Have an interview with the Assabet Valley admissions representative. Every effort is made to conduct interviews in the students sending school. In cases of student absence on interview days, admissions representatives will work with sending school professionals to return to the school. If a time is not established the Assabet Valley Admissions/Public Relations Coordinator will contact the applicants family to arrange for interview time and location.

* applying for admission during the winter and spring to begin classes the following fall

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

2. The local school guidance counselor is responsible to:
 - a. complete their portion of the application form.
 - b. forward the completed application to the Admissions Office at Assabet Valley by the due date in February. Complete applications must include:

GRADE 9

- (i) application form with all responses and required signatures
- (ii) final averages from grade 7 and all current grades available prior to Feb. 1 for grade 8 in English, math, social studies and science from the local school report card
- (iii) total of unexcused absences from grade 7 and all unexcused absences prior to Feb. 1 for grade 8 from the local school report card/record
- (iv) discipline report for grade 7 and all records through Feb. 1 grade 8 from the local school record, or assessment of behavior signed by the local school administrator
- (v) the local school guidance counselor's recommendation

GRADES 10 and 11

- (i) application form with all responses and required signatures
- (ii) final averages from the previous school year and all current grades available prior to Feb. 1 in English, math, social studies and science from the local school report card/record
- (iii) total of unexcused absences from the previous school year and all unexcused absences prior to Feb. 1 for the current year from the local school report card/record
- (iv) discipline report for the previous school year and all records through Feb. 1 for the current year from the local school record, or assessment of behavior signed by the local school administrator
- (v) the local school guidance counselor's recommendation

3. If an incomplete application is received, the following procedures will be followed:
 - a. The Assabet Valley admissions representative will notify the local school guidance counselor that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified that the application submitted was incomplete in a letter specifying what part(s) of the application are missing.
 - c. If, after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided

B. For Admission to the Ninth, Tenth and Eleventh Grades

During the Current School Year*

1. Students interested in applying to Assabet Valley for admission during the current school year must:
 - a. Obtain an application from the local school guidance counselor, from the AV website (www.assabettech.com), or from the Assabet Valley guidance office (508)485-9430.
 - b. Return the completed application, signed by the applicant and parent/guardian, to their local school guidance counselor and request that all supporting data be compiled and forwarded to Assabet Valley.
 - c. Schedule an interview with the Assabet Valley admissions representative.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. complete their portion of the application form
 - b. forward the completed application to the Admissions Office at Assabet Valley. Complete applications for admission during the current school year must include:

GRADE 9

- (i) Application form with all responses and required signatures
- (ii) for the previous two years (Gr. 7 & 8), from the local school report card/record: final grades in English, math, social studies and science; total days unexcused absence; discipline report or assessment of behavior
- (iii) for the current school year (Gr. 9), from the local school report card/record: first term grades in English, math, social studies and science; number of days unexcused absence; discipline report
- (iv) the local school guidance counselor's recommendation

GRADES 10 and 11

- (i) application form with all responses and required signatures
- (ii) Complete high school report cards for current year and prior year.
- (iii) For previous two years final grades in English, math, social studies and science.

* applying for admission during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

-
- (iv) first term grades for the current school year in English, math, social studies and science from the local school report card
 - (v) total of unexcused absences from the previous school year and first term for the current school year from the local school report card/record
 - (vi) discipline report for the previous school year and first term for the current school year from the local school record

3. If incomplete applications are received, the following procedures will be followed:

- a. The Assabet Valley admissions representative will notify the local school guidance counselor that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified that the application submitted was incomplete in a letter specifying what part(s) of the application are missing.
- c. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.
- d.

C. Late Applicants

Candidates for fall admission to grades 9, 10 or 11 who apply after the February due date will be considered on a rolling admissions basis as their applications are completed and rated. Late applications will be evaluated according to the provisions of this Admission Policy. If wait lists exist for their communities of residence, qualified late applicants will be added to the wait lists at the rank indicated by the point total from all of the application criteria. Wait list will remain in place for the current school year.

D. Chapter 74 Transfer Students

Students who are enrolled in a state-approved Chapter 74 vocational technical education program in another school district will be considered for transfer admission if they relocate to an Assabet Valley district community and wish to pursue the same program of study at Assabet Valley Regional Technical High School. Chapter 74 transfer applicants will be interviewed by the Assabet Valley admission counselor. Transfer applications will be evaluated according to the provisions of this Admission Policy.

E. Previously Withdrawn Students

Students who withdraw from Assabet Valley and who are attending or not attending another high school may reapply for admission to Assabet following the procedures contained herein. Applications for readmission will be evaluated using the criteria contained in this Admission Policy.

F. Home Schooled Students

Students who are home schooled can apply for admission to Grade 9 during the aforementioned time frame. Students will be requested to submit proof of an approved

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

curriculum from their sending school superintendent, evidence of work in English, Math, Science and Social Studies. Applications will be evaluated utilizing the materials we received and a scoring rubric that consists of 34% grades, 33% interview and 33% recommendation.

VII. SELECTION CRITERIA

The Admissions Committee evaluates completed applications using a rating scale of 100 possible points. A value is assigned to each admission criterion according to the charts that follow.

- A. Academic Record: Maximum 30 points derived from the previous full year grades (15 points possible) and all grades prior to Feb. 1 for the current school year in English, math, social studies and science (15 points possible) from the local report card. Each class is given the appropriate letter grade (when numerical grades are not available students are given the average of A-95, B-85, C-75, D-65, F-55); the four grades are averaged to give the overall average

Grade Averages	Points
90 – 100 (A)	15
80 – 89 (B)	12
70 – 79 (C)	8
65 – 69 (D)	4
0 – 64 (F)	0

- B. Attendance: Maximum 15 points derived from the total of unexcused absences from the previous full year and Feb. 1 for the current school year from the local school report card/school record

Number of Unexcused Absences	Points
0 – 10	15
11 – 15	12
16 – 20	10
21 - 25	5
>25	0

- C. School Discipline: Maximum 15 points derived from the discipline report for the previous full year and through Feb. 1 for the current school year from the local school record (Minor Incidents include lunch detention, teacher detention, administrative detention, administrative warnings)

Discipline/Conduct Rating	Points
No Incidents	15

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

1 – 2 Minor Incidents	12
3 - 5 Minor Incidents	10
>5 Minor or 1 Suspension	5
> 1 Suspension	0

- D. Local Guidance Counselor's Recommendation: Maximum 10 points derived from the combined ratings of Achievement (5 possible points) and Personal Responsibility (5 possible points) of the applicant

Rating	Points
Excellent	5
Above Average	4
Average	3
Below Average	2
Poor	1

- E. Interview: Maximum 30 points derived from the interviewer’s rating on 10 three point questions.

VIII. SELECTION PROCESS

The Admissions Committee assigns points to each of the admission criteria according to the selection criteria referenced above, and the committee examines, discuss and make recommendations for action on all applicants.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their “point total: and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a wait list. If openings occur, the seats are filled by accepting resident applicants from the wait list. The wait list is valid for the current school year. If openings occur, the seats are filled by accepting resident applicants from the wait list. These resident applicants, like those accepted earlier, are accepted in order of their place on the wait list determined by the total points given according to the selection criteria.

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

In-district resident wait list candidates will be offered admission before wait-listed residents from out of district communities.

IX. ENROLLMENT

In order to enroll at Assabet Valley Regional Technical High School, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed their courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment at Assabet Valley. Candidates who fail one or both of these subjects will be required to complete summer-school make-up courses prior to enrollment.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll at Assabet Valley participate in a 5 month vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. After a 36 hour mini exploratory that includes rotating through all program offerings for 2 hours each. Students choose the top 6 programs they wish to explore for an extended period of time (approx 30 hours per program). Students are evaluated and scored on a scale of 100 points in each program explored using a universal exploratory evaluation form (10 points each in the following areas – Conduct, Responsibility/Preparedness, Willingness to Follow Instructions, Adherence to Safety/Shop Rules, Use of Work Time, Initiative/Effort, Care of Work Area, Quality/Accuracy of Work, Use of Equipment/Material and Ability for Trade/Job Learning). At the end of the last exploratory, each student selects his/her program of choice, as well as a second and third choice, from among the programs explored. Students are not able to chose a program they received a grade of “D” or “F”. In the instance that a student were to receive a “D” or “F” in all of their programs explored, a meeting would take place with the student, parent/guardian, counselor and Director of Vocational Programs. A list of programs with openings would be reviewed and students would be able to re-explore or explore additional programs they had not previously explored. Students are then placed in career/vocational technical program in accordance with the placement formula described in the next paragraph.

Students are admitted into the vocational technical programs of their choice based on a rating that includes the grade they earned in the shop of choice (50% of the rating), their attendance record for the year to-date (25% of the rating) and the grade point average of all academic courses and the 6 extended vocational technical explorations (25% of the rating).

(Rating for Program Placement = 50% 1st choice grade + 25% Attendance + 25% GPA: including Academic and 6 extended exploratories)

The student with the highest rating for a program is admitted first. The student with the next highest rating is admitted second, and so on. If the seats in a program fill before a student gets his/her first choice, the 4 guidance counselors and Director of Pupil Personnel Services then moves to the student’s second or third choice depending upon whether there is an opening in the program(s). Again, the student is admitted to the second or third choice program in the order of his/her rating for the program. If a student is not placed in his/her

Reference(s):

Policy Proposed: 04-23-09

Policy Adopted: 1-5-10

Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

first, second or third choice program, the freshman counselor will meet with the student and present a list of the shops with openings and invite the student to choose one that he/she has already explored or to spend several days in a program not previously explored. The freshman counselor counsels the students' and the students' family on the different options that are available and the pathways in that program. This conversation would include programs that did not fill with choices during technical program selection. If the student chooses a program in which he/she previously earned a grade of C or better, the program placement will be made. If the student elects to explore a new program, he/she will be evaluated on the same performance scale as is used during the regular exploratory program. The process continues until all students are placed in programs that have openings.

Students who enroll at Assabet Valley after grade nine may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded in each program during the period of exploration. Students are evaluated and scored on a scale of 100 points in each program explored using a universal exploratory evaluation form. If the number of enrollees seeking placement in a particular shop exceeds the number of openings, the evaluative ratings would determine the enrollee or enrollees who are offered the openings.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

XI. REVIEW and APPEALS

Admission

Upon receipt of a letter from the Admissions Committee of the Assabet Valley Regional Technical High School indicating that the applicant has not been accepted, the parent(s)/guardian(s) and/or the applicant may appeal the decision to the Assabet Valley Principal. The appeal must be in the form of a letter that states the reason(s) why they think the decision should be reconsidered. The appeal letter must arrive within 30 days of the date on the non-accept letter. The Principal will conduct an administrative review of the application materials and notify the parent/guardian of the result of this review.

A parent/guardian who is not satisfied with the decision of the Principal may request an appeal on the matter with the Superintendent-Director. This request must be made in writing and must arrive within 30 days of the meeting with the Principal. The Superintendent-Director's Office will schedule an appeal on the matter with the applicant, the parent/guardian and the Superintendent-Director. At this appeal a decision will be rendered. The decision of the Superintendent-Director will be final.

Program Placement

The parent/guardian of a student, who was not placed in a particular vocational technical program, may request a review of the decision by sending a letter to the Principal within

Reference(s):

Policy Proposed: 04-23-09

Policy Adopted: 1-5-10

Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE POLICY

SERIES NO. 2201.02

thirty days of the notice of program placement. The Principal will review the matter and respond in writing with the findings of the review within thirty days.

A parent/guardian who is not satisfied with the decision of the Principal may request an appeal on the matter with the Superintendent-Director. This request must be made in writing and must arrive within 30 days of the meeting with the Principal. The Superintendent-Director's Office will schedule an appeal meeting on the matter with the applicant, the parent/guardian and the Superintendent-Director. At this appeal meeting a decision will be rendered.

Reference(s):

Policy Proposed: 04-23-09
Policy Adopted: 1-5-10
Supersedes Policies Dated:
05-08-72, 05-11-99, 3-23-04