

# SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Southeastern Regional Vocational Technical High School is a four year public high school that serves nine local communities: Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater.

## *Admission Policy*

# **SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL SCHOOL**

## **ADMISSION POLICY**

### **I. INTRODUCTION**

An Admission Process is necessary in vocational technical schools where space is a limiting factor. Career/vocational technical education programs (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such technical programs lacks the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary. All applications to grades nine through grade twelve at Southeastern Regional Vocational Technical High School will be evaluated using the criteria contained in this Admission Policy.

### **II. EQUAL EDUCATIONAL OPPORTUNITY**

Southeastern Regional Vocational 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, gender identity, disability, or housing status.

Southeastern has an on-line application that is adaptable to languages other than English. If there is a student with limited English proficiency that needs assistance, a qualified representative from Southeastern will assist the applicant throughout the entire Admission Process.

Students with disabilities may 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, tenth, or eleventh grade student who is a resident of the Southeastern Regional School District (Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater), 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. Resident students will be evaluated using the criteria contained in this Admission Policy. Home schooled students must provide documentation from their local superintendent showing approval of curriculum and evidence of work reflecting state benchmarks. Refer to page 5, section VI. F for additional information. Priority for admission is given to Southeastern Regional School District residents according to the District Agreement.

Students who are not residents of the Southeastern Regional 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. A nonresident student seeking admission to Southeastern Regional Vocational Technical School in grades nine, ten, and eleven, under M.G.L. c.74, Sections 7 and 7C, must follow the Admission Process in this Admission Policy. All nonresident students will be evaluated and ranked using the criteria set forth in this Admission Policy.

Students who begin their enrollment as District residents and move outside the District during their enrollment, who request to remain at Southeastern as nonresidents under M.G.L. c.74, Sections 7 and 7C will be allowed to do so provided that they obtain approval from the superintendent of the student's district of residence in accordance with the Massachusetts 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/non\\_guidelines](http://www.doe.mass.edu/cte/admissions/non_guidelines).

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

If the student's parent(s)/guardian(s) 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 ten 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 Southeastern 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 Southeastern Regional School District are eligible to apply for fall admission or admission during the school year to grades nine through twelve at Southeastern provided they expect to be promoted by their current school to the grade they seek to enter. Transfer students will be evaluated using criteria contained in this Admission Policy.

Southeastern Regional Vocational Technical School does not participate in School Choice.

Students who are homeless will be accepted to Southeastern Regional Vocational Technical School according to the selection criteria contained in this Admission Policy.

Students who are formally being home schooled may apply for admission to Southeastern Regional Vocational Technical School, including admission during the school year, provided all admission criteria are followed. The home schooled student's parent(s)/guardian(s) must submit a copy of the home school approval letter from the local superintendent. Home schooled students will be accepted to Southeastern Regional Vocational Technical 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**

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

It is the responsibility of the Southeastern Superintendent to oversee the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

The Southeastern Regional School District does not have a predetermined city/town quota in regard to the number of students accepted from sending communities.

Southeastern has an Admission Committee appointed by the Superintendent. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admission procedures
- Processing of applications
- Ranking of students
- Acceptance of students according to the procedure and criteria in the Admission Policy
- Establishment and maintenance of a waiting list of acceptable candidates

The Southeastern Admission Counselor, who is a member of the Admission Committee, is responsible for disseminating information about Southeastern Regional Vocational Technical School through local assemblies, press releases, brochures, and hosting an annual Open House for the community. The Admission Counselor reviews the applications and works directly with the sending school's Guidance Department throughout the Admission Process.

The Director of Guidance is responsible for supervising all aspects of the Admission Process.

## **V. RECRUITMENT PROCESS**

Southeastern disseminates information about the school through a variety of methods:

- The Admission Counselor will visit eighth graders in their local schools.
- An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational career technical programs, speak with teachers, and meet with a member of the Admission Team about all offerings.
- The Admission Counselor makes arrangements for the advertisements and public service notices that are posted in the local newspapers, on cable television channels, and using other media devices throughout the communities we serve.
- Southeastern offers brochures which describe vocational career technical programs and also include academic programming, sports, extracurricular activities and clubs, special education resources, and any pertinent information about the school that allows students to make informed decisions based on its offerings.
- Southeastern has a comprehensive website available as a public resource.

## **VI. APPLICATION PROCESS**

### **A. Application Process for Fall Admission to the Ninth, Tenth, and Eleventh Grade**

1. Students interested in applying to Southeastern for admission to the ninth, tenth, or eleventh grade can do so by applying online, obtaining an application from their local school Guidance Counselor, accessing the Southeastern Regional School District webpage for an application, or visiting Southeastern Regional Vocational Technical High School's Guidance Department.
2. After the application has been submitted, an applicant may:
  - a. Review the status of their application by logging on to the account that they created when they submitted an online application. The applicant can also get status updates from the local Guidance Counselor or the Admission Counselor at Southeastern. If an applicant does not have a guidance counselor, or in the case of home schooling, the applicant should contact the Guidance Department at Southeastern.
  - b. Attend a scheduled interview at their local school with a Southeastern Admission Representative, or call Southeastern Regional Vocational Technical School Guidance Department to schedule an interview on campus. If the applicant or parent(s)/guardian(s) cannot provide transportation, a representative from Southeastern will go to the local school to interview the applicant.

3. It is the responsibility of the local school Guidance Counselor to:
  - a. Complete their required school recommendation form and submit to Southeastern's Admission Counselor.
  - b. Obtain the current year report card and prior year final report card and forward or upload those documents for use by the Admission Counselor at Southeastern.
4. A completed application for applicants includes:
  - a. Completion of the application form including required signatures.
  - b. The final grades in English language arts, social studies, math, and science for the previous year and current year's report card.
  - c. Attendance records, which must include the previous year and current year's record.
  - d. An account of all discipline referrals, which include all of the previous year and current school years. Behavior records must include detentions, suspensions, and/or teacher logs.
  - e. December 31 is the deadline for applications.

*The application information stated above is required.*

5. If incomplete applications are received, the following procedures will be followed:
  - a. The Southeastern Regional Admission Counselor 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 by the Southeastern Admission Counselor in the event that the problem is not resolved by the local school guidance counselor.
  - c. If after notifying the local school guidance counselor and parent(s)/guardian(s) and the application remains incomplete for ten school days, the application will be voided.

#### **B. Application Process for Admission to the Twelfth Grade (Transfer Student)**

1. Students interested in applying to Southeastern for admission to the twelfth grade can do so by applying online, obtaining an application from their local school Guidance Counselor, accessing the Southeastern Regional School District webpage for an application, or visiting Southeastern Regional Vocational Technical High School's Guidance Department.
2. The applicant must have at least one year of vocational school experience in order to be considered for enrollment.
3. In order for the student to gain admission, the student would have to meet the criteria detailed in Section VII and there would also have to be openings available in the vocational program that they are studying at their current school. If there are no openings or if the same vocational program is not offered at Southeastern Regional Vocational Technical High School, the student would not gain admission.
4. Refer to Heading VI, Section A, Numbers 2-5 for additional information.

#### **C. Late Applicants**

Late applications will be accepted but may be processed after applications that have been received by the December 31 deadline. If accepted, they will be evaluated using the same criteria as other applications, and their composite score will be computed. They will be placed in rank order on the established waiting list. The wait list is reviewed each year.

#### **D. Transfer Students**

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Southeastern, provided space in the school and/or program is available. All transfer students must attend an informational meeting at Southeastern. If the applicant or parent(s)/guardian(s) cannot provide

transportation, an official from Southeastern will go to the local school to meet the applicant. Such applications will be evaluated according to the provisions of the Admission Policy.

### E. Previously Withdrawn Students

Students who withdraw from Southeastern Regional Technical School and who are attending or not attending another high school may reapply for admission to Southeastern following the procedures contained herein. Those students will be evaluated using their current and previous school year’s records.

### F. Home Schooled Students

Students who are formally being home schooled may apply for admission to Southeastern Regional Vocational Technical School, including admission during the school year, provided all admission criteria are followed. The home schooled student’s parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum, and provide evidence of work reflecting state benchmarks. Home schooled students will be accepted to Southeastern Regional Vocational Technical School according to the selection criteria contained in this Admission Policy. Please refer to *Section VI: Application Process* for additional information regarding selection criteria. The Admission Policy for home schooled students includes:

Students who are home schooled may apply for admission to Southeastern, including admission during the school year, provided all admissions policy criteria is followed:

- a) The homeschooled student must submit a copy of the “Home School Approval letter” from the local superintendent.
- b) If grades are not available, a representative sample portfolio of the student’s body of work in English, Math, Science and Social Studies must be submitted.
- c) Home Schooled students will be ranked on their portfolio/grades (33%), three letters of recommendation (33%), and an interview with Southeastern staff (33%).
- d) If student has also attended school at any time within the two years of applying, the current year’s and one year prior records will be included as appropriate.
- e) Three letters of recommendation should be written by community member who is not a direct relation to applicant.

## VII. SELECTION CRITERIA

The Admission Committee using weighted admissions criteria processes completed applications. Each applicant will be assigned a score derived from the sub scores of the following criteria:

- A. **Scholastic Achievement:** A maximum of 20 points is derived from the previous full year grades and all grades prior to February 1 for the current school year in English, math, social studies, and science 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-69, F-65 or below); the four course grades are averaged to give the overall score.

<i>Grade Averages</i>	<i>7<sup>th</sup> Grade Points</i>	<i>8<sup>th</sup> Grade Point</i>
90 – 100	10	10
80 – 89	8	8
70 – 79	5	5
65 – 69	3	3
0 – 64	0	0

**B. Attendance:** A maximum of 25 points derived from the total number of absences from the previous full year and February 1 for the current school year from the local school report card/school records.

<i>Number of Absences</i>	<i>7<sup>th</sup> Grade Points</i>	<i>8<sup>th</sup> Grade Points</i>
0 – 2	15	10
3 – 4	10	6
5 – 6	5	3
7 – 9	2	1
10+	0	0

**C. School Discipline Referrals:** A maximum of 25 points is derived from the sending school discipline report/records for the previous full year and through February 1 for the current school year from the local school record. Discipline referrals include behavior records, detentions, and referrals for discipline, suspensions, and exclusions.

<i>Discipline Rating</i>	<i>7<sup>th</sup> Grade Points</i>	<i>8<sup>th</sup> Grade Points</i>
0 detentions, referrals, or logged incidents	15	10
1 detention, referrals, or logged incidents	10	6
2 – 4 detentions, referrals, or logged incidents	5	3
1 day in-school suspension	2	1
5+ detentions, referrals, or logged incidents 1+ days in-school suspension 1 or more days of out-of-school suspension	0	0

**D. Sending School Recommendation:** A maximum of 5 points is derived from the recommendation of the sending school counselor and/or other sending school personnel who know the applicant best. The recommendation is a required section of the application. A student’s performance at his/her current grade level is being evaluated. The recommendation is based on a student’s effort and motivation regarding his/her education.

<i>Rating</i>	<i>Points</i>
Well Above Average	5
Above Average	4
Average	3
Below Average	2
Poor	1

**E. Interview:** A maximum of 25 points is derived from the interviewer’s rating. The interview will be given by a member of the Southeastern Admission Team. Interviews may take place at the sending school or on the Southeastern campus when necessary.

The following criterion is used to total the overall interview score.

<i>Rating</i>	<i>Points</i>
Excellent	25
Above Average	20
Average	15
Below Average	5
Poor	0

**Application Point Total: 100 points**

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

**VIII. SELECTION PROCESS**

The Admission Committee at Southeastern will examine, discuss, and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school discipline, local school’s recommendation, and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their “point total.” 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 or placed on a waiting list. The wait list is valid for the current school year. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list, which is determined by the total points given according to the selection criteria.

Nonresident applicants are accepted after all acceptable resident applicants.

All applicants who complete the admission process are notified of their status by a letter to the student and/or parent(s)/guardian(s). School Guidance Counselors will be notified as well. Students must be promoted to the next grade level in order to maintain their acceptance status. Students must pass English Language Arts and Mathematics by June of the school year in which the application was processed.

**IX. ENROLLMENT**

In order to enroll at Southeastern Regional Vocational Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. Acceptance and enrollment at Southeastern is conditional upon accuracy and completeness of a student’s application and school records. Southeastern reserves the right to revoke its acceptance of any student, if the Admission Team determines that inaccurate, incomplete, or misleading information during the Application Process was presented. Additionally, Southeastern reviews all final grades, attendance records, and behavior records. Conditional admission is based upon promotion to the next grade level by the sending school and successful completion of English Language Arts and Mathematics.

**X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth graders who enroll in Southeastern Regional participate in a vocational technical exploratory program. There are two phases of this process. The first is *Exposure* and the second phase is the *Exploratory*. Students are first exposed to each of our vocational technical programs through a one day, project-based experience. After reflecting on all of their one-day experiences, the students choose programs that they would be interested in exploring for one week. The students will be placed in as many of their choices as possible. There is no guarantee that a student will be scheduled to explore all of the programs that he/she chooses. However, students are not limited in choosing their final program to only those programs explored and may choose from all the programs that Southeastern is offering.

During the one-week exploratory process, students are evaluated by the vocational teachers using the following scale:

<u>Project/Activity</u>	<u>Participation</u>
1-Below Expectation	1-Below Expectation
2-Worked toward Expectation	2-Worked toward Expectation
3-Met Expectation	3-Met Expectation
4-Exceeded Expectation	4-Exceeded Expectation

Students are placed into their final program based on their overall performance to date, which includes an average of academic grades, attendance, behavior records, and vocational experience. Students are admitted into the programs of their choice based on the point total extracted from the following formulas:

All First Semester Grades	25% (100 points)
Attendance	25% (100 points)
Behavior	25% (100 points)
Vocational Experience	25% (100 points)

TOTAL – 400 points

Grades  All grades on the Academic cycle are averaged together for the point total.	Points	Points	Attendance	Points	Behavior Referrals/Infractions	Points	Vocational Experience Project/Participation	Points
	A+ = 100	A = 95	0	100	0	100	4	100
	A- = 90	B+ = 88	1-2	90	1	90	3	85
	B = 85	B- = 80	3-4	75	2	75	2	75
	C+ = 78	C = 75	5	50	3	50	1	65
	C- = 70	D+ = 68	6	30	4+	0	0	50
	D = 65	F = 50	7	10				
			8+	0				

Students with a higher point total will be placed in a shop before a student with a lesser point total. If a shop is filled, based on point totals, a student may be placed in his/her second or third choice. Students that do not get their first choice are still in direct competition as if it is a first choice. Again, the student is admitted based on overall point total. If a student's point total is so low that he/she was not placed in choices 1-3, the Guidance Director or designee will meet with the student and present a list of shops with openings from which the student will make a selection. The process continues until all students are placed. A wait list is generated for all students that did not receive their first choice. Students are considered for placement from the wait list as space becomes available. Although a student's previous score still applies, a student must be passing all classes in order to transfer from one program to the next. If a student is failing more than one of his/her current academic courses, then the next student will be chosen from the wait list. As soon as the student is back in good standing, he/she will maintain his/her place on the wait list.

Ninth, tenth and eleventh grade transfer students may explore vocational technical programs that have openings before making a program selection. If the number of enrollees seeking a particular shop exceeds the number of openings, then the most recent report card grades, attendance, and behavior would determine the enrollee(s) who are placed in that particular shop. If a vocational program does not have any openings, the student will be placed on that program's wait list. Transfer students who wish to be placed on a wait list for a program that has already reached its maximum capacity may be placed on that program's wait list. Accepted transfer students will be placed on the wait list for their desired vocational program based on the date of their acceptance into Southeastern. This allows them to secure a spot on the wait list for programs that are oversubscribed at the time of entrance.

Students who wish to transfer from one vocational program to another during the school year may apply for a transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be counseled individually to determine the appropriateness of the transfer for the particular student. If a program is full and the student wishes to be placed on a wait list, students with the highest point value will be considered first.

## **XI. REVIEWS AND APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Southeastern Regional Vocational Technical High School indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting an appeal to the Guidance Director within thirty days of the receipt of the letter. The Guidance Director will respond in writing or set up a meeting to discuss the findings of the review within thirty days. If after the review, the parent(s)/guardian(s) wishes to appeal the findings of the review, they may do so by sending a letter to the Principal requesting a second appeal. If after the Principal's review, the parent(s)/guardian(s) wishes to appeal the findings of that review, they need to request in writing that they be scheduled to appear before the Superintendent to appeal the Principal's findings. The Superintendent will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. The Superintendent will respond in writing to the letter with their decision on the appeal within thirty days of when the appeal was presented. If the parent(s)/guardian(s) wishes to appeal the decision of the Superintendent, then the parent(s)/guardian(s) may appeal to the School Committee. The School Committee will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will present the information at their next scheduled meeting. The Chair of the School Committee will respond in writing with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

The applicant's parent(s)/guardian(s), upon receipt of a letter from Southeastern Regional Vocational Technical High School indicating that the applicant was not accepted or placed on a waiting list for a particular vocational program, may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.