

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

ADMISSION POLICY

I. ADMISSION POLICY

INTRODUCTION

The admission process is a Guidance task that is unique to regional vocational schools where space is an intrinsic limiting factor. Vocational-technical shops are designed and equipped to serve a specific maximum number of students. Each such shop is specialized. Consequently, a complex of such shops lacks both the space and flexibility to accommodate the possible needs and/or interest of all eligible applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such opportunities. All applicants to grades nine through twelve at Old Colony Regional Vocational Technical High School will be evaluated using the criteria contained in this Admission Policy. The Old Colony Regional Vocational Technical High School District School Committee approved this policy on June 19, 2013.

II. EQUAL EDUCATIONAL OPPORTUNITY

Old Colony 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, gender identity, religion, national origin, disability, sexual orientation, or homelessness.

If there is a student with limited English proficiency, a qualified representative from Old Colony 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.

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 their admission to the school.

III. ELIGIBILITY

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Old Colony Regional Vocational Technical High School District (Achasnet, Carver, Lakeville, Mattapoisett, Rochester) and who expects be promoted to the grade they seek to enter by

their local school district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the Old Colony Regional Vocational Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Old Colony School District residents according to the District Agreement.

Note: Students who actually reside (i.e., live) in a town or city, whether with their parents/guardians or other relatives, by themselves, or in a foster or group home, or in virtually any other living situation, are legally entitled to attend the town or city's public schools including the regional vocational technical school.

Students who are not residents of the Old Colony Regional Vocational Technical School District are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Old Colony provided they expect to be promoted to the grade they seek to enter by their local district. Non resident students will be evaluated using the criteria contained in this Admission Policy and pursuant to M.G.L. c. 74 s. 8A. The Guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 are located at www.doe.mass.edu/cte/admissions/nonres_guidelines.

Transfer students from other vocational-technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Old Colony provided they expect to be promoted to the grade they seek by their local district. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Students who are homeless will be accepted to Old Colony according to the selection criteria contained in this admission policy.

Students who have been expelled from school pursuant to General Law Chapter 71, Section 37H of the Educational Reform Act of 1993, are not eligible to apply for admission to the school.

IV. ORGANIZATIONAL STRUCTURE

Old Colony Regional Vocational Technical High School is located on a seventy (70) acre campus in Rochester, the geographic center of the five (5) member town school district which includes: Ahusnet, Carver, Lakeville, Mattapoisett and Rochester.

Accredited by the New England Association of Schools and Colleges, Old Colony Regional Vocational Technical High School is committed to providing quality vocational technical and academic programs.

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

Old Colony has an Admissions Committee appointed by the Superintendent. The committee consists of a member from the Administration, Guidance, Special Education, Vocational Technical, and Academic Departments. Responsibilities of the Admissions committee include:

- Determination of standards for admissions.
- Development and implementation of admissions procedure.
- Processing of applicants.
- Ranking of students.
- Acceptance of students according to the procedure and criteria in the admissions policy.
- Establishment and maintenance of a waiting list of acceptable candidates.

A member of the Admissions Team will be responsible for disseminating information about Old Colony through local assemblies, press releases, and the Old Colony website. The Admissions Team is also responsible for collecting the applications from the local schools.

Old Colony Regional Vocational Technical High School District Agreement

The Old Colony Regional Vocational Technical School District Committee shall enroll in the Old Colony Regional Vocational Technical High School those students from the various member towns who, in its judgement, are best suited to profit from the instructional program offered; provided, however, that each member town shall have available to it a guaranteed minimum number of enrollees in the day school in any one year, as follows:

Acushnet	200
Carver	150
Lakeville	60
Mattapoisett	110
Rochester	85

if such students are available and willing to attend. Each member town, through its representatives to the Old Colony Regional Vocational Technical School District Committee, shall certify to the District Committee the names of those students who are counted under the provisions of the guaranteed minimum by May 1st. On or before May 15th of any year preceding the opening of the school year, the following September, the District Committee shall determine the number of vacancies remaining unclaimed under the guaranteed minimum, which vacancies shall be known as the surplus enrollment. Each town's quota of surplus enrollment shall be determined each year by multiplying the number representing the surplus enrollment by a fraction; of which the numerator shall be the number of students residing in each member town who are attending all the grades from kindergarten through grade twelve in public, private, and parochial schools wherever located on the previous October 1st and, the denominator shall be the number of students from all the member towns who were attending all the grades from

kindergarten through grade twelve in public, private, and parochial schools wherever located on the same date. (reference: District Agreement Section XII)

The Chairperson of the District Committee appoints one member of the District Committee from each member town to serve on the "Admissions Subcommittee". The "Admissions Subcommittee" oversees the admissions process to ensure that the Admission Policy is followed.

Old Colony does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

Old Colony disseminates information about the school through a variety of methods.

- a. Old Colony hosts an annual luncheon for area Guidance Counselors to review the Admission Policy and procedures.
- b. In December a Guidance representative visits the District towns to conduct a presentation of the programs available at Old Colony. This includes discussion of opportunities for students to pursue non-traditional careers.
- c. Students tour the school in the fall during the school day. The tour includes presentations about vocational-technical programs including academic offerings, athletic programs and extra curricular activities and clubs. School bus transportation to Old Colony is provided by the district schools.
- d. In the fall, the Career Awareness Open House is held for parents, guardians, and interested members of the surrounding communities.
- e. Newspaper articles are published about specific accomplishments of Old Colony students in traditional and non-traditional programs, cooperative education and the school in general.
- f. The Old Colony website contains pertinent up-to-date information about the school, student accomplishments, academic, vocational technical and athletic programs.
- g. Additional meetings and tours for parents/guardians and applicants are arranged upon request.

VI. APPLICATION PROCESS

If there is a student with limited English proficiency, a qualified representative from Old Colony will assist in completing the necessary forms and assist in interpreting during the entire application and admissions process.

Application Process for **Fall** Admission to the Ninth, Tenth, Eleventh and Twelfth Grade

All applications must be forwarded to Old Colony by the end of the **first week of February** for fall admission.

1. Students interested in applying to Old Colony must:
 - Obtain an application from their local school Guidance Counselor or from the Old Colony Guidance Office.
 - Return the completed application form to their local school Guidance Counselor.
 - Attend a scheduled interview with an Old Colony representative at their local school.
2. It is the responsibility of the local school Guidance Counselor to:
 - Complete their portion of the application form.
 - Complete the Guidance Counselor Recommendation Form.
 - Include with the Application and Recommendation forms, the applicant's previous year final grades, attendance and /discipline/conduct/effort records and the applicant's current mid-year grades, attendance and d discipline/conduct/effort records.
 - Forward the completed Application and Recommendation forms with the required student records to the Old Colony Guidance Office by the **first week of February**.
3. Applications are considered complete when all required application materials (Application and Recommendation forms, applicant's previous year final grades, attendance and discipline/conduct/effort records and the applicant's current mid-year grades, attendance /discipline/conduct/effort records) are received by Old Colony.
4. If incomplete applications are received, the following procedures will be followed:
 - Old Colony's Guidance Office will notify the local school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.
 - The applicant's parent(s)/guardian(s) will be notified by the Old Colony Guidance Office in the event the problem is not resolved by the local school Guidance Counselor.

- If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete, the application will be voided.

Application Process for **Fall Admission to the Ninth, tenth, Eleventh and Twelfth Grade for the **Current School Year*****

The current school year is defined as applying for admission during the school year to begin classes the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall.

All applications must be forwarded to Old Colony by the end of the **first week in November** for admission during the current school year.

1. Students interested in applying to Old Colony must:
 - Obtain an application from their local school Guidance Counselor or from the Old Colony Guidance Office.
 - Return the completed application form to their local school Guidance Counselor.
 - Attend a scheduled interview with an Old Colony representative at Old Colony. If the applicant or parent/guardian cannot provide transportation, an Old Colony representative will go to the local school to interview the applicant. Old Colony does not require student applicants to attend interviews or functions outside regular school hours or away from their current school of attendance.
2. It is the responsibility of the local school Guidance Counselor to:
 - Complete their portion of the application form.
 - Complete the Guidance Counselor Recommendation Form.
 - Include with the Application and Recommendation forms, the applicant's previous year(s) final grades, attendance and discipline/conduct/effort records and the applicant's current school year to date grades, attendance and discipline/conduct/effort records.
 - Forward the completed Application and Recommendation forms with the required student records to the Old Colony Guidance Office by the **first week in November**.
3. Applications are considered complete when all required application materials (Application and Recommendation forms, applicant's previous year(s) final grades, attendance and discipline/conduct/effort records and

the applicant's current school year to date grades, attendance and discipline/conduct/effort records) are received by the Old Colony Guidance Department.

4. If incomplete applications are received, the following procedures will be followed:
 - Old Colony's Guidance Office will notify the local school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.
 - The applicant's parent(s)/guardian(s) will be notified by the Old Colony Guidance Office in the event the problem is not resolved by the local school Guidance Counselor.
 - If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete, the application will be voided.

LATE APPLICATION PROCESS

Resident and non-resident students who are attending school may apply for late admission prior to the end of Old Colony's first marking period. Late applicants will be evaluated using the criteria contained in this Admission Policy and will be integrated in rank order on the established waiting list.

However, applications received after the **first week in November** will not be considered for admission for that school year.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school may be considered for late admission beyond the November deadline if they become residents of the Old Colony District and wish to pursue the same vocational program. All transfer applicants must be interviewed at Old Colony. If the applicant or parent/guardian cannot provide transportation, an Old Colony representative will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admissions Policy.

WITHDRAWN STUDENTS

Students who withdraw from Old Colony and are attending or are not attending another high school may reapply to Old Colony following the procedures

contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

Completed applications are processed by the admissions Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sub of the sub scores of the criteria:

A. Scholastic Achievement: Maximum (40) points

Grades	Points
A/A-	5
B/B-	4
C/C-	3
D	1
F	0

For applicants to Grade 9 (fall admission), the final grade 7 marks in English/Reading Math, Science & Social Studies and terms 1 & 2 grade 8 marks in English/Reading, Mathematics, Science and Social Studies from the local school report card/transcript are used.

For applicants to Grades 10, 11 & 12 (fall admission) the final marks of the previous school year in English/Reading Math, Science & Social Studies and terms 1 & 2 marks in English/Reading, Mathematics, Science and Social Studies from the local school report card/transcript are used.

For applicants to Grades 9, 10, 11 & 12 (admission during the school year), the final marks of the previous school year in English/Reading Math, Science & Social Studies and terms 1 & 2 marks in English/Reading, Mathematics, Science and Social Studies from the local school report card/transcript are used

B. Attendance: Maximum 10 points

Number of Unexcused Absences	Points
0-5	5
6-10	4
11-15	3
16-20	2
Over 20	0

For applications to grade 9 (fall admission), the sum of the grade 7 and terms 1 & 2 grade 8 unexcused absences from the local school report card/transcript are used.

For applications to grade 10, 11 & 12 (fall admission), the sum of the pervious school year and terms 1 & 2 current school year unexcused absences from the local school report card/transcript are used.
 For applications to grade 9, 10, 11 & 12 (admission during the school year), the sum of the pervious school year and the current school year to the date of the application, unexcused absences from the local school report card/transcript are used.

C. Sending School Guidance Counselor’s Recommendation:

Maximum 15 points

Rating	Points
Above Average	15
Average	10
Below Average	5
Poor	0

D. Interview: Maximum 25 points

Rating	Points
Excellent	25
Above Average	20
Average	15
Below Average	10
Poor	5

E. Discipline/Conduct/Effort: Maximum 10 points

Discipline/Conduct/Effort	Points
Excellent (Conduct/effort grades all ones; zero detentions; zero suspensions)	10
Above Average (Conduct/effort grades all ones and twos; zero detention; zero suspensions)	8
Average (Conduct/effort grades all ones and twos; three or fewer detentions; zero suspensions)	5
Below Average (Conduct/effort grades below two;	2

more than three detentions; one suspension)	
Poor (Conduct/effort grades below two; more than three detentions; more than one suspension)	0

For applications to grade 9 (fall admission), the conduct/effort grades from the local school report card/transcript for grade 7 and terms 1 & 2 grade 8 and information from the student's discipline record or from the local Guidance Counselor's assessment are used.

For applications to grade 10, 11 & 12 (fall admission), the conduct/effort grades from the local school report card/transcript for the previous school year and terms 1 & 2 current school year & information from the student's discipline record or from the local Guidance Counselor's assessment are used.

For applications to grade 9, 10, 11 & 12 (admission during the school year), conduct/effort grades from the local school report card/transcript for the previous school year and the current school year to the date of the application and information from the student's discipline record or from the local Guidance Counselor's assessment are used.

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 Old Colony will examine, discuss and make recommendations for action on the applicants. The Admission Committee considers scholastic achievement, attendance, citizenship/behavior/conduct records, local Guidance Counselor's recommendation and interview results.

After a point total for each resident applicant has been determined, all resident applicants are divided according to their town of residence. The resident applicants are then 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 the quota for that town has been accepted.

All resident applicants are accepted, declined, or placed on a waiting list. All applicants are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by the middle of April.

If excess openings exist, 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 determined by the total points given according to the selection criteria.

Completed applications received after the third week in January will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order in the established waiting list. Late applicants are notified of their status by letter to their parent/guardian and their local Guidance Counselor by late spring or within 30 days.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted. Non-resident applicants are notified of their status by letter to their parent/guardian and their local Guidance Counselor by late spring.

Transfers from other vocational-technical schools will be evaluated according to the provisions of this Admission Policy. Transfer student applicants are notified of their status by letter to their parent/guardian and their local Guidance Counselor by late spring or within 30 days.

IX. ENROLLMENT

In order to enroll at Old Colony Regional Vocational Technical High School in the fall, applicants must have been promoted to the grade they wish to enter. Any student who fails their English and/or Mathematics course(s) for the current grade will be required to take a comparable make-up course (or courses) in a summer school program provided by their local school district or a program approved by Old Colony during the summer.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Old Colony participate in a vocational technical exploratory program designed to help them learn about themselves, their talents and interests relative to a variety of different vocational-technical programs.

Students transferring to Old Colony after grade nine may explore vocational technical programs that have openings, before making a program selection.

Old Colony has formulated the following process for shop placement:

1. During the shop placement process applicants are informed of:

- the shop programs offered at Old Colony,
- the necessary aptitudes, interests and attitudes necessary for success,
- the career opportunities each shop prepares one to pursue,
- the accessibility of each shop to all students without regard to race, color, sex, gender orientation, religion, national origin, disability or sexual orientation,
- the accessibility of vocational programs and the potential careers in the non-traditional, vocational technical areas.

2. Students choose five shop programs to explore.

3. Old Colony chooses three shop programs to be explored, based on the following criteria:

- Information gained from the student interview process
- Parent request
- Exploration of a non-traditional shop
- Shop availability

4. Students spend approximately five days in each vocational exploratory program which will be broken down between a related and shop component.

5. Students are evaluated by the instructors in related and in shop. Students may earn up to 100 points in each of the eight shop exploratory programs. After completing the eight exploratory programs, a student may earn a maximum of 800 points.

The Exploratory Evaluation is based on the following criteria:

Related (25 points maximum)

- interest in learning shop academic foundation
- quality and completeness of work
- cooperation and respect for peers and instructors
- attendance and punctuality
- participation and interest

The points for each criterion are listed below:

Excellent	5 points
Above average	4 points
Average	3 points
Fair	2 points
Poor	1 point

Shop (75 points maximum)

- effort and willingness to follow instructions
- demonstrates basic understanding
- cooperation and respect for peers and instructors
- demonstrates shop safety and proper tool handling
- quality and completeness of tasks

The points for each criterion are listed below:

Excellent	15 points
Above average	12 points
Average	9 points
Fair	6 points
Poor	3 points

6. Students make their final shop selections in ranked order at the conclusion of the exploratory program.

7. Results of the vocational instructor's evaluations are computed, and the students with the highest point average receive their first shop selection.

8. If a shop fills, based on point totals, before a student gets his/her first choice, the Guidance Counselor then moves to the student's second or third choice, depending upon whether there is an opening in the shop. Again, the student is admitted based upon overall point totals. If a student's point totals in all shops combined is so low that he/she was not placed in his/her second or third choice shop because the shops were filled by students with higher point totals, the Guidance Counselor will meet with the student and present a list of the shops with openings which the student explored and ask the student to choose one of them. Again, students selecting shops from among the shops with openings, when they explored, will be admitted based on their point totals. The process continues until all students are placed.

9. Students who wish to transfer from one shop to another may apply for transfer. Transfer requests will be considered, subject to the availability of openings in the requested shops.

The following is the procedure for student transfers:

Student Transfer Procedure

1. Guidance Follow-up
2. 9th-Grade Wait-List Procedure
3. 10th-Grade Student Transfer
4. Parental Form
5. Student Rubric

6. Student Letter

1. Guidance Follow-up

- Meet with all students on the Wait List, at the end of the 9th-grade year, to determine if there is still interest.
- Review Exploratory grades (i.e. Shop/Related transfer).
- Review Parental Permission Form, Student Letter and Rubric from current Shop.
- Inform instructors of possible transfer of student (present Shop and Related instructor and transfer Related Shop and Instructor).
- If possible, notify students in the summer of transfer; if not notified prior to the conclusion of the school year.

2. 9th Grade Wait List Procedure

After placement in shops at the conclusion of Exploratory, Grade 9 students must complete the following process, in order to be placed on the Waiting List:

1. Pick up a packet of forms in the Guidance Office. This packet will include a Parent Permission Form, a Student Letter Form and a Student Rubric Form.
2. Both the Parental Permission Form and Student Letter Form must be completed and returned, in order for a student to be placed on the waiting list.
3. Should an opening occur in the shop for which a student is waiting, the Student Rubric will be filled out by the current Shop instructor. The results of the Rubric will determine eligibility for this opening.
4. All students must have good attendance and discipline, in order to be considered.

NOTE: All placements will be at the discretion and recommendation of the Guidance Department and/or the Administration.

3. 10th Grade Student Transfer

Student Transfer: Internal 10th-Grade

- Deadline – At the end of the 1st cycle. No internal transfers will be made after one complete cycle.
- Student must have participated in the Freshman Exploratory Shop.
- Student must be passing Shop and Related.
- Student must be on a Wait List for the particular Chapter 74 Program he/she wish to transfer into.
- Shop/Related instructors to complete Rubric, prior to transfer.
- Student must write a brief statement on why he/she wants to transfer.
- Parental Permission Form must be completed before process begins.

NOTE: All placements will be at the discretion and recommendation of the Guidance Department and/or the Administration.

4. Parental Form

Date: _____

My son/daughter is presently in the ____-grade and has been assigned to the _____ Chapter 74 Program. At this time, I am requesting for a transfer to the _____ Chapter 74 Program.

NOTE: I realize this request does not mean an automatic transfer. The attached Student Rubric will be used if an opening should occur, to determine eligibility for placement.

Student's Name: _____ DOB: _____
Chapter 74 Program (Shop): _____
Transfer to Chapter 74 Program (Shop): _____
Parent's Signature: _____
Telephone #: _____

5. Student Rubric

for use in Exploratory of Chapter 74 transfer -
1 – 5 (1 poor; 3 average; 5 excellent)

Point Value:

- Student attendance _____
 - Student participation _____
 - Student time on-task _____
 - Student completion of assignment _____
 - Student preparedness for class _____
 - Student relationship with peers _____
 - Student appropriateness with instructor _____
 - Student willingness to complete missed assignments _____
 - Student willingness to seek extra help _____
 - Student's enthusiasm _____
- Student's Total** (possible 50 points): _____

Student Signature: _____
Instructor's Signature: _____

6. Student Letter

Date: _____
Student Name: _____ DOB: _____
Present Chapter 74 Program (Shop): _____
Intent to Transfer to Chapter 74 Program (Shop): _____
Brief essay (by student) – Why I would like to switch my vocational program:

Student Signature: _____

11. Students who enroll in Old Colony Regional Vocational Technical High School after grade nine may explore one or more vocational programs that have openings. A mini-exploratory could last from two to three days before the student makes a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Old Colony 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 a review to the Assistant Superintendent-Principal within 10 days of the receipt of the letter. The Assistant Superintendent-Principal will respond in writing to the letter with the findings of the review, within 10 days. If after the review, the parent/guardian wishes to appeal the findings of the review, they may do so by sending a letter requesting a review by the Superintendent-Director to appeal the Assistant Superintendent-Principal's findings. The Superintendent-Director will respond in writing to the letter with his decision on the appeal, within 10 days. The Superintendent's decision is then final. A copy of this Admissions Policy including the Review & Appeals process is available at the Guidance Office of the sending school districts as well as on Old Colony's website at www.oldcolony.us.

Program Placement

If a student was not accepted or placed on a waiting list for a particular vocational program, the parent(s)/guardian(s) may request a review of the decision by sending a letter requesting a review to the Guidance Department within 10 days of the vocational placement. The Guidance Department will respond in writing to the letter with the findings of the review within 10 days. If after the review, the parent/guardian wishes to appeal the findings of the review, they may do so by sending a letter requesting a review by the Assistant Superintendent-Principal to appeal the ninth-grade Guidance Counselor's findings. The Assistant Superintendent-Principal will respond in writing to the letter with his decision on the appeal, within 10 days. The Assistant Superintendent-Principal's decision is then final.

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