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 applicants to grades nine through 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, disability or homelessness status.

If there is a student with limited English proficiency, a qualified representative from Southeastern 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 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, 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 local superintendent showing approval of curriculum and evidence of work reflecting state benchmarks. 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 outlined in this Admission policy. All non-residents students 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 Southeastern 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/admissons/nonres_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 MA 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

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 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 9-12 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 the 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 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 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 Admissions Committee appointed by the Superintendent. The committee consists of members of the Administration, Guidance Department, Special Services Department, a Vocational-Technical Representative, and an Academic Department Representative. 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 admissions policy
- establishment and maintenance of a waiting list of acceptable candidates

The Southeastern Admissions Counselor, who is a member of the Admissions 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 Admissions Counselor also collects the applications from local schools and works directly with their Guidance Departments throughout the Admissions process.

The Director of Guidance is responsible for supervising all aspects of the admission process.

The Southeastern Regional School District does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

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

- The Admissions Counselor will visit 8th graders in local schools from October through January.
- 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 a presentation about all offerings.
- The Admissions Counselor makes arrangements for the advertisements and public service notices that are posted in the local newspapers, on cable TV channels, and on community access channels.
- The Admissions Counselor will distribute brochures which describe vocational career technical programs and include academic courses, sports, cooperative education information, and special education resources to the local middle schools.

VI. APPLICATION PROCESS

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

1. Students interested in applying to Southeastern for admission to the ninth, tenth, or eleventh grade must:
   a. Obtain an application from their local school Guidance Counselor, the Southeastern Regional School District webpage, or visit Southeastern Regional Vocational Technical School's Guidance Department as early in the school year as possible.
   b. Return the completed application form to their local school Guidance Counselor. 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.
   c. Attend a scheduled interview at their local school with a Southeastern Admissions Representative or call the Southeastern Regional Vocational Technical School Guidance Department to schedule an interview on campus. If the applicant or parent/guardian cannot provide transportation, a representative from Southeastern will go to the local school to interview the applicant.

2. Students interested in applying to Southeastern for admission to the twelfth grade must:
   a. Have completed a minimum of one year in a vocational technical program.
   b. Remain in the same vocational program in order to meet the minimum graduation requirements.

3. It is the responsibility of the local school Guidance Counselor to:
   a. Complete their portion of the application form(s).
   b. Forward the completed application(s) to the Admissions Counselor at Southeastern.

4. Completed applications for grade nine fall admission include:
   a. Completed application form including required signatures.
   b. The average of grade seven and terms one and two of grade eight.
   c. Grade eight marks in English Language Arts, social studies, math and science from the local school report card.
   d. Attendance records which must include the sum of grade seven and terms one and two of grade eight,
   e. Grade eight unexcused absences from the local school report card.
   f. An account of all discipline referrals which include all of grade seven and terms one and two of grade eight.
   g. Grade eight behavior records including detentions, suspensions, and/or teacher logs.

The application information stated above is required.

5. Completed applications for grades ten, eleven and twelve fall admission include:
   a. Completed application form including required signatures.
   b. The average of the previous school year grades for English Language Arts, social studies, math and science
   c. Terms one and two of the current school year marks in English Language Arts, social studies, math and science from the local report card.
   d. Attendance records of unexcused absences which must include the sum of the previous school year and terms one and two of the current school year.
   e. Unexcused absences from the local school report card.
   f. An account of all discipline referrals which include all of the previous school year and the current school year behavior records.
   g. Current school year behavior records including detentions, suspensions, and/or teacher logs.

The application information stated above is required.

6. If incomplete applications are received, the following procedures will be followed:
   a. The Southeastern Regional Admissions 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), the application remains incomplete for ten school days, the application will be voided.

B. Application Process for Admission to the Ninth, Tenth, and Eleventh Grade During the Current School Year

1. Students interested in applying to Southeastern for admission to the ninth, tenth, or eleventh grade must:
   a. Obtains an application from their local school Guidance Counselor, the Southeastern Regional School District webpage, or visit Southeastern Regional Vocational Technical School's Guidance Department.
   b. Return the completed application form to their local school Guidance Counselor. If an applicant does not have a Guidance Counselor, or in the case of home schooling, the applicant should contact the Guidance Department of Southeastern Regional.
   c. Attend a scheduled interview at Southeastern Regional. If the applicant or parent/guardian cannot provide transportation, a representative from Southeastern will go to the local school to interview the applicant.

2. Students interested in applying to Southeastern for admission to the twelfth grade must:
   a. Have completed a minimum of one year in a vocational technical program.
   b. Remain in the same vocational program in order to meet the minimum graduation requirements.

3. It is the responsibility of the local school Guidance Counselor to:
   a. Complete their portion of the application form(s).
   b. Forward the completed application(s) to the Admissions Counselor at Southeastern.

4. Completed applications for grade nine fall admission include:
   a. Completed application form including required signatures.
   b. The average of grade seven marks for English Language Arts, social studies, math and science and terms one and two of grade eight
   c. Grade eight marks in English Language Arts, social studies, math and science from the local school report card.
   d. Attendance records of unexcused absences which must include the sum of grade seven and terms one and two of grade eight.
   e. Grade eight unexcused absences from the local school report card.
   f. An account of all discipline referrals which include all of grade seven and terms one and two of grade eight.
   g. Grade eight behavior records including detentions, suspensions, and/or teacher logs.

The application information state above is required.

5. Completed applications for grades ten, eleven and twelve fall admission include:
   a. Completed application form including required signatures.
   b. The average of the previous school year marks for English Language Arts, social studies, math and science..
   c. Terms one and two of the current school year marks in English Language Arts, social studies, math and science from the local report card.
   d. Attendance records of unexcused absences must include the sum of the previous school year and terms one and two of the current school year.
   e. Unexcused absences from the local school report card.
   f. An account of all discipline referrals which include all of the previous school year and the current school year behavior records.
   g. Current school year behavior records including detentions, suspensions, and/or teacher logs.

The application information stated above is required.

6. If incomplete applications are received, the following procedures will be followed:
   a. The Southeastern Regional Admissions 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), the application remains incomplete for ten school days, the application will be voided.

C. Late Applicants

Applications received after February 1st may not be accepted. 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.

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. All transfer students must attend an informational meeting at Southeastern. If the applicant or parent/guardian 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 Admissions 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. Applications for readmission will be evaluated using the criteria contained in this Admission Policy.

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 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 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.

VII. SELECTION CRITERIA

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

A. Scholastic Achievement: A maximum of 20 points is derived from the previous full your grades (10 points possible) and all grades prior to February 1 for the current school year in English, math, social studies and science (10 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	5
80-89	4
70-79	3
60-69	2
0-59	0

B. Attendance: A maximum of 30 points derived from the total of unexcused absences from the previous full year and February 1 for the current school year from local school report card/school record.

Number of Unexcused Absences	Points
0-2	30
3-4	20
5-6	10
7-9	5
10+	0

C. School Discipline Referrals: A maximum of 30 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.

Discipline Rating	Points
0 detentions, referrals, or logged incidents	30
1 detention, referrals, or logged incidents	20
2-4 detentions, referrals, or logged incidents	10
1 day in school suspension	5
5+ detentions, referrals, or logged incidents 1+ days in school suspension 1 or more days of out of school suspension	0

D. Sending School Recommendation: A maximum 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.

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

E. Interview: A maximum 15 points is derived from the interviewer's rating. The interview will be given by a member of the Southeastern Admission's 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.

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

Total Points: 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 Admissions Committee at Southeastern will examine, discuss and make recommendations for action on the applicants.

The Admissions 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, declined, 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 determined by the total points given according to the selection criteria.

Non- resident applicants, 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. Non-resident students will be evaluated using the criteria contained in this Admission Policy. A nonresident student seeking admission to Southeastern Regional Vocational Technical 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.

All applicants whose applications are received by Southeastern by February 1 are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by mid-May. Applications received after February 1 may not be accepted. 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.

VIII. VOCATIONAL CAREER 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. The Exposure phase comprises the first four weeks of the placement process. After reflecting on all of their one day experiences, the students choose six programs that they would be interested in exploring for one week. The students will be placed in five programs. There is no guarantee that a student will get all of the programs that he/she chooses, although, every effort is made in this regard.

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

Project/Activity	**Participation**
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

At the conclusion of *Exploratory*, students are asked to select three vocational programs for final placement, which may or may not include one of the five programs explored. Students are placed in their final program based on their performance during First Semester.. Performance to date is determined by First Semester academic grades in English and math, attendance, behavior referrals, and exploratory scores. Students are admitted into the vocational program of their choice based on the point total extracted from the following formulas:

First Semester Grades in English and Math	25% (100 points)
Attendance	25% (100 points)
Behavior Referrals	25% (100 points)
Exploratory Score	25% (100 points)

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 total, before a student gets his/her first choice, the Guidance Director then moves to the students' second or third choice and places the student in direct competition as if it is a first choice. Again, the student is admitted based upon 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 programs with openings from which the student will make a selection. The process continues until all students are placed. Students who repeatedly demonstrate unsafe and/or inappropriate behavior may be removed from their vocational program and placed in an a alternate vocational program in order to ensure the safety of all students.

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, based on their overall point total.

Transfer students will explore three vocational-technical programs, before making a program selection. All transfer students will be scored according to the criteria contained in this admission policy.

IX. Enrollment

In order to enroll at Southeastern Regional Vocational Technical School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed courses in English language arts or its equivalent and mathematics for the school year immediately preceding their enrollment at Southeastern Regional Vocational Technical School.

X. Reviews and Appeals

The applicant's parent(s)/guardian(s), upon receipt of a letter from Southeastern Regional Vocational Technical 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 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. If after the review the parent/guardian wishes to appeal the findings of the review, they may do so by sending a letter to the Superintendent requesting a second appeal. If after the Superintendent's review, the parent/guardian wishes to appeal the findings of that review, they need to request in writing that they be scheduled to appear before the School Committee to appeal the Superintendent's findings. The School Committee will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

A student's parent/guardian, upon receipt of a letter from Southeastern Regional Vocational Technical School indicating that the student 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.