

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

ADMISSIONS POLICY

DATE OF APPROVAL

June 2010

I. INTRODUCTION

An admissions process is necessary in regional vocational-technical schools where space is an intrinsic limiting factor. Vocational-technical programs are designed and equipped to serve a maximum number of students safely. Consequently, a complex of such programs lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. All applicants to grades nine through twelve at South Shore Regional Vocational Technical High School will be evaluated using the criteria contained in this Admissions Policy. The South Shore Regional Vocational Technical School District approved this policy on July 21, 2010

II. Equal Educational Opportunity

South Shore 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, disability, sexual orientation, or homelessness status.

Disabled students may voluntarily self-identify for the purpose of requesting accommodations during the entire application and admissions process.

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

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

III. Eligibility

Students who are residents of the South Shore Regional Vocational Technical School District (Abington, Cohasset, Hanover, Hanson, Norwell, Rockland, Scituate, Whitman) and who expect to successfully complete their current grade are eligible to apply for admission to South Shore Regional. Meeting these criteria the student is eligible to apply for fall admission or admission during the school year subject to the availability of openings to South Shore Regional Vocational Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to South Shore Regional Vocational Technical School District residents in accordance with the District Agreement. Pursuant to the McKenney-Vento Homeless Assistance Act ; this includes homeless students.

Students who are not residents of the South Shore 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 South Shore provided they successfully complete their current grade. Non-resident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other chapter 74 state-approved vocational technical education programs, are eligible to apply for fall admission or admission during the school year to South Shore provided they have successfully completed their current grade. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Home Schooled students will be accepted to South Shore Regional Vocational Technical High School according to the selection criteria contained in this admission policy. Please refer to Section VI: Application Process for additional information. The home schooled student must also submit a copy of the “Home School Approval Letter” from the local school superintendent.

School Choice: South Shore Regional Vocational Technical High School does not participate in the School Choice program.

IV. Organizational Structure

South Shore Regional Vocational Technical High School is accredited by the New England Association of Schools and Colleges, and is committed to providing quality vocational-technical and academic programs. South Shore Regional Vocational Technical High School’s vocational-technical and academic programs are approved by the Massachusetts Department of Elementary and Secondary Education under Massachusetts General Law Chapter 74.

South Shore Regional Vocational Technical High School is a public, regional vocational technical school serving the South Shore Regional School District comprising the towns of Abington, Cohasset, Hanover, Hanson, Norwell, Rockland, Scituate, and Whitman. The responsibility of admissions lies with the Director of Pupil Services, assisted by an admissions committee composed of the Director of Pupil Services, Principal, Dean of Students, and Guidance Counselors. It is the responsibility of the Director of Pupil Services to develop and supervise the administration of the procedures required to admit and enroll applicants in conformity with this Admissions Policy. It is the responsibility of the admissions committee to: determine standards for admission. develop and implement admissions procedures, process applications, rank students, accept students, and establish and maintain a wait list of acceptable candidates for admissions according to the procedure and criteria in the admission policy, dissemination of information about South Shore Vocational through presentations in the local schools and community.

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT AGREEMENT:

The South Shore Regional Vocational Technical School District agreement states:

“The South Shore Regional Vocational Technical School District Committee shall enroll in the South Shore Regional Vocational Technical High School those students from the district member towns who, in its judgment, are best suited to profit from the instructional program offered.”

The number of openings for grades 9 -12 will be determined by the South Shore Regional Vocational Technical High School Administration. South Shore Regional Vocational Technical High School is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions. Using the following guidelines, it is the responsibility of the admissions committee to insure that the member town quotas are met to whatever extent possible, and such quotas will be applied against the total openings for that school year. When a town has unfilled “seats” and all eligible applicants from that town have been accepted, the remaining “seats” will be redistributed amongst the member towns that have eligible applicants but have filled their quota.

TOWN QUOTAS ARE DETERMINED EACH YEAR USING THE FOLLOWING FORMULA:

$$\frac{\text{Town Grade 8 Enrollment (October 1}^{\text{st}})}{\text{Total District Grade 8 Enrollment (October 1)}} = \text{Town's \% of the incoming 9}^{\text{th}} \text{ grade class}$$

The Admissions Committee considers grades, attendance, discipline record, local school recommendation and interviews with applicants. Applications are reviewed, processed and scored.

South Shore Regional Vocational Technical High School does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

1. South Shore disseminates information about the school through a variety of methods.
 - a. Visitations with informational media presentations to 8th grade classes in local schools by South Shore staff from October to January are scheduled.
 - b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with teachers
 - c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
 - d. Brochures, which describe vocational technical programs, academic courses, sports, cooperative education, and special education resources, are distributed during the Open House and are mailed to all district 8th grade students.

VI. APPLICATION PROCESS

1. Students interested in applying to South Shore for Fall Admission must:
 - a. Obtain an application from their local school Guidance Counselor
 - b. Return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
 - c. Attend an interview with a South Shore Counselor at the local school or at Shore, whichever is most convenient for the applicant and their parent
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. 9th grade applicants for Fall Admissions: Forward the completed applications to the Director of Pupil Services at South Shore by February 1 for a March decision. Applications received after February 1 will be considered for future acceptance rounds until the freshman class is filled.

10th, 11th and 12th grade applicants for fall admissions - Forward the completed applications to the Director of Pupil Services at South Shore by June 1st for September enrollment

Complete applications include:

- Completed application form (including required signatures).
- Previous school year and the mid-year average of the current school year marks in English Language Arts, social studies, math and science from the local school report card/transcript is required.
- The previous and the current school year attendance record of unexcused absences from the local school official attendance record are required.
- The previous and the current school year disciplinary record from the local school official disciplinary records are required.
- Recommendations from the local school guidance counselor and two current teachers.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Guidance Office of South Shore will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the South Shore Guidance Office 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.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate into the South Shore Regional School District and wish to pursue the same program of study at South Shore. All transfer applicants must attend an interview at the South Shore. If the applicant or parent/guardian cannot provide transportation, an official from South Shore will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from South Shore and who are attending or not attending another high school may reapply to South Shore following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

HOME SCHOOLED STUDENTS

Students who are formally being home schooled may apply for admission to South Shore Vocational High School, including admission during the school year, provided all admissions policy criteria is followed. The home schooled student must submit a copy of the "Home School Approval letter" from the local superintendent. 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. Home Schooled students will be ranked on their portfolio/grades (45%) and letters of recommendation (45%), and an interview with SSVT staff (10%).

VII. Selection Criteria

The Admission 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: Points are given for each area as follows (maximum 100 points):

1. Current year* and prior year grades in the four major academic areas:
 - a. English
 - b. Mathematics
 - c. Science
 - d. Social Studies

2. Current year* and prior year attendance record of unexcused absences.
3. Current year* and prior year disciplinary record.
4. Local School Personnel's recommendation of student.
5. Interview by a representative from South Shore Regional Vocational Technical High School

The information from the above criteria will be forwarded to the Admission Committee for evaluation.

Grades: Current* & prior school year grades in English, Math, Science and Social Studies.

Total Point Value = the sum of points for the current & prior school year.

Total Maximum = 16 points per school year points

- A (90 – 100) = 4 points
- B (80 – 89) = 3 points
- C (70 – 79) = 2 points
- D (65 – 69) = 1 points
- F (< 65) = 0 points

ATTENDANCE (UNEXCUSED):

Total Point Value = the sum of points for current* & prior school year.

Total Maximum = 18 points

Full Year	Points	½ Year
Number of Unexcused Absent		Number of Unexcused Absent
0-5	9	0-3
6-10	5	4-6
11-15	1	7-9
16 or more	0	9 or more

Disciplinary Record:

Total point value = the sum of points for the current* and prior school year.

Total Maximum = 18 points

- No record = 9 points
- 1-5 Detentions = 6 points
- 1 day in school suspension = 5 points
- 6 -10 detentions = 4 points
- 2 or 3 days in school suspension = 4 points
- 1 out of school suspension = 4 points
- 2-3 days out of school suspension = 2 points
- 11 or more detentions = 0 points

4 days or more in school suspension = 0 points
 4 days or more out of school suspension = 0 points

*For applications for fall admission, “current year” is interpreted as “mid year records” (90 school days into the school year)

Recommendations (from local school):

Total Point Value = the average score of all three recommendations.

Total Maximum = 16 points

Rating by Local School Personnel	Points
Excellent: Student is highly motivated, demonstrates excellent leadership and independent skills, has outstanding work and study habits, maintains excellent citizenship, has respect for school policy and career/technical learning, and is a good example for peer mentoring.	16
Above Average: Student is motivated, demonstrates leadership and independence regarding academic and career/technical learning. Student is responsible and a self-starter.	12
Average: Student successfully completes tasks, is attentive and motivated toward school and career/technical learning. Student will follow directions.	9
Below Average: Student is not motivated, and behavior is problematic. Student may not follow rules and directions consistently. Student’s level of independence and responsibility is inconsistent.	3
Poor: Student is not motivated to attend school or to do assigned school work. Behavior and work habits are less than desirable.	0

INTERVIEW PROTOCOL

A South Shore staff member will interview each applicant. Interviews for in district applicants will be held at their sending middle school or high school and for out of district students the interview is held at South Shore. The applicant’s interest in vocational-technical education; motivation toward school and their future and the thought given to the selection of vocational programs, will be taken into consideration in assigning the scores. Each question is worth 2 total points on the overall application score; total of 16 possible points

TOTAL APPLICATION SCORE

After points are given in each area (grades, attendance, discipline, recommendations and interviews), 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 South Shore will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, three recommendations from the sending school 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”, grade level and town of residence. Resident applicants are then accepted by town, by grade level 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 in the specific grade level. All resident applicants are accepted, declined, or placed on a waiting list. 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. The waiting list is valid for the current school year.

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.

Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by South Shore by April 1 are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by mid-May. All applicants will receive a letter informing them of their status.

IX. **Enrollment**

In order to enroll, applicants must have been promoted to the grade they wish to enter by their local school district and they must pass English language arts or its equivalent and mathematics for the year immediately preceding their enrollment in South Shore Vocational Technical High School

X. **Program Placement**

All ninth graders who enroll in South Shore Vocational Technical High School participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs.

Students will indicate on their application what vocational program areas they are interested in exploring. The areas a student explores will be determined by a combination of student interest and the space available within each vocational area. At the beginning of the exploratory program and during each exploratory cycle, students will meet with a guidance counselor to discuss placement for the upcoming exploratory cycle. Every attempt will be made to encourage and support students in exploring non-traditional vocational areas for their gender.

Each student’s performance in the vocational exploratory will be assessed in each vocational program that they explore. The areas to be assessed are Conduct (42%), Task Completion (25%), Personal Safety and Responsibility (25%) and Attendance and Punctuation (8%). Students are assessed in each area in accordance with the rubric found below.

The student’s vocational placement at the conclusion of the exploratory program will be determined by the student’s exploratory evaluation in the vocational program they have chosen. Those students with the highest rating (in the chosen vocational program) are selected to fill the

available opening. The remaining students are distributed to the trade of their second choice. The process is repeated until all students are placed in a vocational trade area.

The performance of every ninth grade student will be evaluated and they will be counseled throughout the exploratory program by the South Shore staff to assist in determining the appropriateness of their career and educational choice. Options for the student could include: continuation in the trade area; explore other programs, change to a more appropriate explored trade area.

SAMPLE

Date: _____	Cycle: _____	Attendance:(days absent) _____
Instructor: _____		

1.) Conduct

Points

- a. Is respectful towards instructor (3) _____
- b. Will try all shop assignments (3) _____
- c. Works well individually & in teams (3) _____
- d. Takes direction from instructor (3) _____
- e. Willing to make corrections as suggested by instructor (3) _____

TOTAL POINTS FOR CONDUCT

2.) Task Completion

- a. Works on shop project through to completion (3) _____
- b. Demonstrates appropriate attention to detail (3) _____
- c. Completed work is neat and accurate (3) _____

TOTAL POINTS FOR TASK COMPLETION

3.) Personal Safety & Responsibility

- a. Follows shop and safety rules (3) _____
- b. Safely uses tools & equipment (3) _____
- c. Demonstrates responsibility for actions & tasks in shop (3) _____

Total points for Personal Safety & Responsibility

4.) Attendance & Punctuality

(3) _____

Total points for Attendance & Punctuality

Rubric for Career Exploratory

0	1	2	3
*Student initiates 0% of the time and participate in activities/tasks less than 5% of the time	*Student takes initiative & participates in activities/tasks 50% of the time	*Student takes initiative & participates in activities/tasks 75% of the time	*Student takes initiative & participates in activities/tasks 95% of the time
*Student is insolent and insubordinate to instructor(s) and peers more than 95% of the time	*Student is cooperative and accommodating to instructor(s) and peers more than 50% of the time	*Student is cooperative and accommodating to instructor(s) and peers more than 75% of the time	*Student is cooperative and accommodating to instructor(s) and peers more than 95% of the time
* Student is absent or late 4 or more times	* Student is absent or late 2 or more times	* Student is absent or late 1 or more times	* Student is not absent or late

Program Placement -10th, 11th and 12th grade

Students who enroll in South Shore Regional Vocational Technical High School after grade nine are placed in vocational programs based on the student's interest, and availability of openings in the vocational programs.

Students who wish to transfer from one shop to another after the 9th grade 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 interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from South Shore indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter to the Director of Pupil Services within thirty days of the receipt of the letter. The Director of Pupil Services 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 requesting that they be scheduled to appear before the school's Superintendent-Director to appeal the Director of Pupil Services' findings.

South Shore's Superintendent-Director will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of receipt of the letter.

After this additional appeal has been heard, the Superintendent-Director will then respond in writing with a decision on the appeal within thirty days of when the appeal was presented.

STUDENT NOT ACCEPTED INTO SELECTED SHOP AREA/PLACED ON SHOP WAITING LIST

The applicant's parent/guardian, upon receipt of a letter from South Shore indicating that the applicant was not accepted or placed on a waiting list for a particular program (shop)(major) list, may also request a review of the decision by sending a letter requesting a review to the Director of Pupil Services within thirty days of the receipt of the letter. The Director of Pupil Services will respond in writing to the letter with the findings of the review within thirty days.