MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

ADMISSION POLICY

I.   INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants.   Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities.   All applicants to grades nine through twelve at Montachusett Regional Vocational Technical School will be evaluated using the criteria contained in this Admission Policy.   The Montachusett Regional Vocational Technical District School Committee approved this policy on February 1, 2017.

II.   EQUAL EDUCATIONAL OPPORTUNITY

Montachusett Regional Vocational Technical School (Monty Tech) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender identity, sex, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Montachusett Regional Vocational Technical School 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

Resident Applicants: Any eighth, ninth, tenth, and eleventh grade student who is a resident of the Monty Tech District (Ashburnham, Ashby, Athol, Barre, Fitchburg, Gardner, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster, and Winchendon) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year to Monty Tech subject to the availability of openings. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Monty Tech district residents, according to the District Agreement. The Monty Tech Administration will determine openings for Grade 9-12. Parents/ Guardians of resident applicants will be asked to verify residency. Monty Tech is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions.

Non-residents Applicants: Students who are not residents of the Monty Tech District (non-resident students) are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Monty Tech, provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident applicants will be evaluated using the criteria contained in this Admission Policy.

Non-resident applicants will be accepted on a tuition basis provided there are vacancies in the program in which they are interested. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same course of study.

Non-resident applicants who apply under the state's Chapter 74 Vocational Technical Education Nonresident Student Tuition Program must submit a Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application to the district of residence no later than April 1 of the preceding school year.

School Choice Applicants: School choice applicants will be accepted provided there are vacancies in the program

in which they are interested. The applicant provides transportation.

Transfer Student Applicants: 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 Monty Tech provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

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) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy. **Please see Sections VIIA-VIIE for specific selection criteria information.**

Homeschool Applicants: Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent or guardian must submit a copy of the Home School approval letter from the local superintendent; and if grades are not available, a portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the local superintendent attesting to this grade level is required. Home school students' scholastic achievement and interview scores are doubled for a total score of a maximum of ninety (90) points. **Please see Sections VIIA and VIIB for specific selection criteria information**.

McKinney-Vento: Students who are homeless will be accepted according to the selection criteria contained in this admission policy. Parents/ Guardians of such students will not be asked to verify residency within the Monty Tech District.

IV. ORGANIZATIONAL STRUCTURE

Monty Tech is a regional vocational-technical school serving 18 communities. An annual quota is determined for each member town. Each member town's percentages of seats in the ninth grade class will be the ratio of that town's grade 1-12 enrollment (private and public) as compared to the total 1-12 grade enrollment in the District.

Monty Tech is a public regional vocational-technical school located in Fitchburg, Massachusetts. Montachusett Regional Vocational Technical School (Monty Tech) is a member of the Montachusett Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Monty Tech is committed to providing quality vocational technical and academic programs.

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Monty Tech has an Admissions Committee appointed by the Superintendent-Director. The committee consists of members of the Administration, Guidance, Special Education , Vocational-Technical, and Academic Departments.

Responsibilities of the Admissions Committee include:

A. determination of standards for admission

B. development and implementation of admission procedures

C. processing of applications

D. ranking of students

E. acceptance of students according to the procedure and criteria in the admission policy

F. establishment and maintenance of a waiting list of acceptable candidates

The Monty Tech Dean of Admissions is responsible for disseminating information about Monty Tech through local school assemblies and press releases, and for collecting applications from the local schools.

V.   RECRUITMENT PROCESS

1.   Monty Tech disseminates information about the school through a variety of methods.

    a.   Visitations with an informational presentation to 8th grade classes in district schools by Monty Tech staff from October to December are held.

    b.   During the fall, all middle schools within the Montachusett Regional Vocational Technical School District are invited to participate in the annual Tour Day event. Schools that choose to participate in this program are provided with transportation, and the 8th grade students have an opportunity to tour the building and view presentations.

    c.   A Career Awareness Night is scheduled during the fall and an Open House is scheduled during the spring. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with vocational technical and academic teachers as well as view a presentation about all offerings. This is voluntary.

    d.   Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.   To schedule an individual visit and tour, contact the school's Dean of Admissions.

    e.   Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are available to district residents and will be distributed to the local school guidance offices and to students during the Career Awareness Night program or upon request.

    f.   District 7th and 8th grade students are invited to attend the Vocational Interest Program (V.I.P.) in the fall and spring held at Monty Tech after school.   Each V.I.P. session consists of a 5-week hands-on experience in 5 randomly placed vocational-technical programs.

    g.   The Monty Tech website (www.montytech.net) offers our application for admission and other information and data about our school and programs. Interested students, parents and guardians may also request materials on paper by contacting the school's Dean of Admissions.

VI.   APPLICATION PROCESS

FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE

1.   Students interested in applying to Monty Tech for fall admission to the ninth, tenth, eleventh or twelfth grade must:

    a.   Submit an application for admission online.   The application may be found at: www.montytech.net. If a student prefers to submit his/her application on paper, the student must obtain a paper application from their local school Guidance Counselor or Monty Tech's Dean of Admissions, and return the completed application form to their local school Guidance Counselor by the sending school's deadline.

    b.   Ninth grade applicants and applicants for any other grade will be interviewed at their district school or Monty Tech. If the applicant or parent/guardian cannot provide transportation, a representative from Monty Tech will go to the district school to interview the applicant.

2.   Parents/ Guardians must complete the Affidavit of Residence component of the application, and submit two proofs of residency upon acceptance, to verify that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. This is not a requirement for non-resident applicants or homeless students.

3.   It is the responsibility of the local school Guidance Counselor to:

a. Complete their portion of the application form.

b. Submit complete application online or forward complete paper application to the Monty Tech Admissions Department on or before March 31st. A complete application will include:

- All components of the application form, required signatures, and copies of grades, attendance and discipline reports.

  - For applications to grade 9 (fall admission), each quarter of grade 7, as well as grades to date from quarters 1 and 2 for grade 8 in English Language Arts, or its equivalent, social studies, math and science from the local school report card/transcript are required.

  - For applications for fall admission to grades 10, 11 and 12, grades for each quarter of the previous school year and grades to date from quarters 1 and 2 of the current school year in English Language Arts, or its equivalent, social studies, math and science from the local school report card are required along with a transcript to review course credit. Monty Tech accepts grade 11 applications only for beginning of the school year unless transferring from another vocational technical school's similar program. Monty Tech accepts grade 12 applications only if transferring from another vocational technical school's similar program.

  - For applications to grade 9 (fall admission), the total number of unexcused absences in grade 7 plus quarters 1 and 2 of grade 8 from the local school report card are required. For applications to grades 10, 11 and 12 (fall admission), the total absences taken from the previous school year as well as from quarters 1 and 2 for the current school year, as listed on the report card, is required.

  - For applications to grade 9 (fall admission), the student's discipline record, including suspensions/ incidents from grade 7 and quarters 1 and 2 of grade 8, is used. For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, including suspensions/ incidents from the previous school year and quarters 1 and 2 of the current school year, is used. For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, including suspensions/ incidents from the current and prior school year to the date of application, is required.

  - For applications to grade 9, 10, 11 and 12 (fall admission), the local school Guidance Counselor's recommendation is required.

4. If an application is incomplete, the following procedures will be followed:

a. The Monty Tech Guidance/Admissions Office will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete.

b. The applicant's parent(s)/guardian(s) will be notified by the Monty Tech Guidance/Admission 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.

FOR *CURRENT SCHOOL YEAR* ADMISSION TO NINTH, TENTH, ELEVENTH, AND TWELFTH GRADE

1. Students interested in applying to Monty Tech for admission for the current school year must:

a. Submit an application for admission online. The application may be found at: www.montytech.net. If a student prefers to submit his/her application on paper, the student must obtain a paper application from their local school Guidance Counselor or Monty Tech's Dean of Admissions, and return the completed application form to their local school Guidance Counselor by the sending school's deadline.

b. Be interviewed at Monty Tech. If the applicant or parent/guardian cannot provide transportation, a representative from Monty Tech will go to the district school to interview the applicant.

2.   Parents/ Guardians must complete the Affidavit of Residence component of the application, and submit two proofs of residency upon acceptance, to verify that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. This is not a requirement for non-resident applicants or homeless students.

3.   It is the responsibility of the local school Guidance Counselor to:

   a. Complete their portion of the application form.

   b. Submit complete application online or forward complete paper application to the Monty Tech Admissions Department on or before March 31st. A complete application will include:

      • All components of the application form, required signatures, and copies of grades, attendance and discipline reports.

         • For applications to grades 9, 10, 11 and 12 (admission during the school year) grades for each quarter of the previous year, as well as the current school year grades, including grades to the date of application, in English language arts, or its equivalent, social studies, math and science from the local school report card/ transcript are required. (An official transcript is necessary to check credits for students applying for grade ten through twelve.)

         • For applications to grades 9, 10, 11 and 12 (admission during the school year) the total number of unexcused absences from the current and prior school years to the date of application from the local school report card to be listed on the application, as well as a copy for support.

         • For applications to grades 9, 10, 11 and 12 (admission during the school year) the student's discipline record from the current and prior school years to the date of application, is required. In addition to the student's discipline report, the local school Guidance Counselor may attest to the number of discipline incidents on the student's application for admission, verifying the number of suspensions/ incidents (if any) on the student's record.

         • For applications to grades 9, 10, 11 and 12 (admission during the school year), the local school Guidance Counselor's recommendation is required.

4. If an application is incomplete, the following procedures will be followed:

   a. The Monty Tech Guidance/Admission Office 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 Monty Tech Guidance/Admission Office in the event 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.

Late Applications
   Applications received after March 31st 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.

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) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

Home Schooled Students
   Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent or guardian must submit a copy of the Home School approval letter from the local superintendent; and if grades are not available, a

portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the local superintendent attesting to this grade level is required.

<u>Withdrawn Students</u>

Students who have withdrawn from Monty Tech (transferred schools or quit school) and who are attending or not attending another high school may reapply to Monty Tech following the procedures contained in this admission policy. They will be evaluated using the criteria contained in this Admission Policy. A letter stating why the student withdrew, why they would like to return and how they plan to succeed at Monty Tech should accompany the application.

VII. SELECTION CRITERIA

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

A. **Scholastic Achievement: Maximum 25 points** (previous year and present year to date)

Grade Averages	Points
A (90-100)	25
B (80-89)	20
C (70-79)	15
D (60-69)	10
F (00-59)	0

For applications to grade 9 (fall admission), the average of each quarter of grade 7 grades and 1 and 2 quarters in grade 8 in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10, 11 and 12 (fall admission) the average of each quarter of the previous school year, and quarters 1 and 2 of the current school year grades in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the average of each quarter of the previous year grades and the current school year's grades to the date of the application in English Language Arts, or its equivalent, social studies, mathematics and science from the local school report card/ transcript are used..

B. **Attendance: Maximum 20 points** (total of previous year and present year to date)

Number of Unexcused Absences	Points
0-5 days	20
6-9 days	15
10-12 days	10
13-15 days	5
16+ days	0

For applications to grade 9 (fall admission), **the total number of unexcused absences of grade 7 and quarters 1 and 2 of grade 8** from the local school report card are used. For applications to grades 10, 11 and 12 (fall admission) the total number of unexcused absences of the previous school year and quarters 1 and 2 of the current school year from the local school report card are used. For applications to grades 9, 10,11 and 12 (admission during the school year), the total number of unexcused absences of the previous year and the current school year to the date of the application from the local school report card are used.

C. **Discipline/Conduct: Maximum 20 points** (previous year and present year to date)

Discipline/ Conduct Rating	Points
Excellent • No suspensions, no incidents	20
Above Average • No suspensions, 1-5 incidents	15
Average • 1 suspension, 6-10 incidents	10
Below Average • 2-3 suspensions, 11-15 incidents	5
Poor • 4+ suspensions, 16+incidents	0

For applications to grade 9 (fall admission), the student's discipline record, including suspensions/ incidents from grade 7 and quarters 1 and 2 of grade 8, is used.

For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, including suspensions/ incidents from the previous school year and quarters 1 and 2 of the current school year, is used.

For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, including suspensions/ incidents from the current and prior school year to the date of application, is required.

D. **Local Guidance Counselor's Recommendation: Maximum 15 points**

Rating	Points (0-3) Above Average = 3 Average = 2 Below Average = 1 Poor = 0
Achievement in Relation to Ability	0-3
Classroom Involvement	0-3
Study/ Work Habits	0-3
Motivation	0-3
Personal Responsibility	0-3

E. **Interview: Maximum 20 points**

Rating	Points (1-4) *Positive = 4* *Average = 3* *Fair = 2* *Poor = 1*
Interest in Monty Tech	1-4
Reason for Trade	1-4
Attitude/ Motivation	1-4
Career Goals Realistic	1-4
Overall Impression	1-4

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred

(100) points may be earned. **Forty-five points** is the cut-off for acceptable candidates.

VIII. <u>SELECTION PROCESS</u>

The Admission Committee at Monty Tech will examine, discuss, and make recommendations for action on the applicants. The Committee takes into consideration each applicant's scholastic achievement, attendance, discipline record, local Guidance Counselor's recommendation, and interview results. Applications are reviewed, processed and assigned points by grade level. Acceptable candidates shall be those who meet the "Basic Requirements" and who achieve at least a minimum "Total Rating Score" of 45 points. "Basic Requirements" are promotion to the next grade and having passed both English Language Arts, or its equivalent, and mathematics as a condition for acceptance, as well as achieving a minimum total rating score of 45 points.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total" and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled.

In the event there are more acceptable candidates than there are spaces available, a waiting list shall be maintained. The waiting list shall be based on the rank order by town of the applicant's "Total Rating Score".

Non-resident applicants are evaluated using the criteria in this Admissions 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 March 31st will be evaluated using the same criteria as other applications and their composite scores will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Monty Tech are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor. All students are accepted, declined, or placed on a waiting list. Late applicants may be notified after all others. Notification for these students may extend into the summer.

Available spaces for communities that do not have sufficient applications to fill their quota by June1st of each year shall be distributed to those communities that have an excess of acceptable candidates based on their score.

If vacancies still exist after July 31st, excess spaces shall be distributed to acceptable candidates from out-of-district based on their score.

If openings occur, applicants from the waiting list will be accepted to fill available seats. These applicants 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 discontinued as of February 1st and students must reapply and begin the process anew with current information.

All accepted freshmen will take an English assessment and a mathematics assessment for placement purposes only. This will be given at Monty Tech.

(Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization records of incoming students should be forwarded to Monty Tech.)

IX <u>ENROLLMENT</u>

In order to enroll at Monty Tech for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, as a condition for enrollment, they must have passed courses in English Language Arts, or its equivalent, and mathematics for the school year immediately preceding their enrollment at Monty Tech.

X. VOCATIONAL AND TECHNICAL PROGRAM PLACEMENT

Freshmen will participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different programs. Students initially pre-explore all of the vocational technical programs. Students then decide their top nine vocational technical exploratory choices. They will explore nine career areas from September through January before being placed into their permanent vocational technical area. Students are placed into their vocational technical programs at the end of their exploratory through a competitive process. Students are ranked according to their assessment ratings. High assessment ratings in all vocational technical exploratories along with hard work, self-discipline, good attendance and intrinsic motivation will be major factors in this competitive process. **NOTE**: When selecting vocational technical exploratory experiences, students should take into consideration that an average of 60 or higher is necessary for placement in any program. In the event that a student does not earn an average of 60 or higher in any of his/ her exploratory experiences, the student will be offered an opportunity to explore additional program(s), on a space available basis.

Students on an individual basis and as necessary, who enroll in Monty Tech after grade nine, may explore one or more vocational technical programs that have openings, by requesting this from their guidance counselor, if the student remains unsure of his/her vocational technical choice selection. This 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.

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

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Monty Tech indicating that the applicant was not accepted or placed on a waiting list for admission to the school, may request a review of the decision by sending a letter to the Director of Student Support Services within fifteen days of the receipt of the letter. The Director of Student Support Services will respond in writing to the letter with the findings of the review within fifteen 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 Principal to appeal the Director of Student Support Services' findings.

Monty Tech's Principal will respond in writing to the parent/guardian with a scheduled date for the appeal within fifteen days of receipt of the letter. After this additional appeal has been heard, the Principal will then respond in writing with his decision on the appeal within fifteen 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 Monty Tech 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 Student Support Services within fifteen days of the receipt of the letter. The Director of student Support Services will respond in writing to the letter with the findings of the review within fifteen days.