

**TRI-COUNTY REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL
ADMISSIONS POLICY AND PROCEDURES**

I. INTRODUCTION

An admissions process is necessary in vocational-technical schools where space is a limiting factor. Vocational-technical shops and laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and 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 Tri-County Regional Vocational Technical High School will be evaluated using the criteria contained in this Admissions Policy. The Tri-County Regional Vocational Technical School District Committee approved this policy on December 15, 2004.

II. EQUAL EDUCATION OPPORTUNITY

Tri-County 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 or disability.

If there is a student with limited English proficiency, a qualified representative from Tri-County will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions process upon request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admissions 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 admissions process, will not affect the admission to the school.

III. ELIGIBILITY STATEMENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Tri-County Regional Vocational Technical School District (Franklin, Plainville, Medfield, Seekonk, Medway, Sherborn, Millis, Walpole, Norfolk, Wrentham, North Attleboro) who expects to successfully complete the current grade is eligible to apply for fall admission or admission during the school year subject to the availability of openings at Tri-County Regional Vocational Technical High School. Successful completion of

the current grade is defined as promotion to the next grade for current Grade 9, 10, and 11 students by the student's local school district and having passed English Language Arts or its equivalent and mathematics for each year of high school enrollment.

Successful completion for Grade 8 students is defined as having passed English Language Arts or its equivalent and mathematics and having been promoted to grade 9 by the local school district.

Students residing in towns not included in the Tri-County Regional Vocational Technical School District may apply if they meet the requirements listed above. These applicants will be considered for any openings remaining after those eligible from the district towns have been admitted.

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 Tri-County provided they expect to successfully complete their current grade. Transfer students will be evaluated using the criteria contained in this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

Tri-County Regional Vocational Technical High School is a public, regional vocational technical high school serving the Tri-County Regional Vocational Technical School District, comprising the towns of Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole and Wrentham. The campus is located in Franklin, Massachusetts. Tri-County Regional Vocational Technical High School is an accredited member of the New England Association of Schools and Colleges.

It is the responsibility of the Tri-County Regional School District Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Tri-County has an Admissions Committee appointed by the Superintendent. The committee consists of the Principal, the Director of Guidance, the Director of Special Education, and the Dean of Students. The Director of Guidance serves as the Chair of the Admissions Committee. Responsibilities of the Admissions Committee include:

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

It is the responsibility of the Admissions Committee to ensure that to whatever extent possible all qualified applicants are served with no limitations on the number accepted from each of the 11 towns according to available space. In the event that applications

exceed the number of openings available in any grade level, 9 – 12, each member town's percentage of seats will be the ratio of that town's eligible high school student population, as determined by the most recently available January 1st School-Attending Children Report, for children in grades 8 – 11 as compared to the total number of children in grades 8 – 11 reported within Tri-County's School District. Available spaces from communities that have not filled their available seats with acceptable candidates by May 1st of each year will be distributed to those communities that have an excess of acceptable candidates.

Openings for grades 9 – 12 will be determined by the Tri-County Administration. Tri-County is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions.

Students who have withdrawn from Tri-County must reapply and meet the established admissions criteria.

Nonresident students must meet the same admissions criteria as resident students. They will be admitted on a space-available basis after June 30th following the completion of the admissions process for in-district students. Nonresident students must have approval of their nonresident tuition arrangements.

Transfer students from other vocational schools will adhere to the admissions policy and will be accepted on an individual basis on a space-available basis.

Tri-County Regional Vocational Technical High School does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

Prior to applying to Tri-County, district students have several opportunities to gain information about the School and its programs including:

1. Program of Study booklets/pamphlets describing Tri-County's academic and vocational programs and an application are available in the sending schools and Tri-County Guidance Office. Program of Study booklets/pamphlets are mailed to all district grade 8 students.

2. All the region's grade 8 students have the opportunity to attend Career Days at Tri-County which are generally held in late October and/or early November. Students tour the school, learn about available programs, and listen to presentations describing career pathways. Transportation for the day is provided by Tri-County. Participation in Career Days is not a prerequisite for admission.
3. Tours are available to the public on Tuesdays at 10:00 A.M. The Tri-County Vocational Technical School Office is open year round to provide information to prospective applicants. Information about the school is also available at the Tri-County website at www.tri-county.tc.
4. An Open House for Grade 8 Parents and Students is held in early November.

VI. APPLICATION PROCESS

Applications are available at all District junior high and middle schools, high schools and parochial schools, as well as at Tri-County. Applications are mailed to all eighth grade students who reside within the Tri-County Regional School District.

1. The front page of the application, requesting personal information and program choices, is filled out by the child and parent. The parent must sign the application to indicate approval of their son/daughter's application and authorize the release of all information by the sending school.
2. The application is returned to the student's counselor, who will provide the school related information requested. This information includes the student's report card for the previous year and the first half of the current year; attendance reports for the same time period; recommendations, discipline record and any other pertinent information. When all information has been compiled, the local school counselor will submit the application to Tri-County.
3. Students are scheduled for an interview with the Director of Guidance or a designee at the student's school. In the case of student absence on the interview day, or in the case of a late applicant, the interview schedule will be mutually agreed upon between the Director of Guidance and the student's counselor and/or parent(s)/guardian. The purpose of the interview is to clarify the student's reason for attending Tri-County, choice of program areas, career goals, interests and motivation.
4. Notification will be made by the Director of Guidance to all applicants by May 1st. Each applicant will receive a letter notifying them of admission, conditional admission (pending passing of English Language Arts or its equivalent and mathematics), placement on the waiting list with reasons stated, or rejection. Local school counselors will be notified.

VII. SELECTION CRITERIA

1. School Achievement

For students applying for Grade 9, points are awarded for the average of (1) the applicant's final grades in grade 7 and (2) the mid-year grades in grade 8 (at least two marking periods). The total point value is the average of points awarded for grades 7 and 8 averages. For students applying for Grade 10, 11, or 12, points will be awarded for the average of the applicant's final grades in the previous two academic years. The subject areas included are: English, mathematics, social studies, and science. Points are awarded in the following manner:

<u>GRADE</u>	<u>POINT VALUE</u>
A (90-100)	10
B (80-89)	8
C (70-79)	6

<u>Area</u>	<u>Rating</u>	<u>Point Value</u>
Effort	Excellent	10
	Good	8
	Average	6
	Fair	4
	Poor	0

Possible Score: 10

5. Interview

Each applicant will be interviewed by the Director of Guidance or designee. Each applicant is asked the same questions and rated with a uniform standard. The interview will provide information regarding the student's reason for attending Tri-County and ability to benefit there from, the student's choice of program area, career goals, and his/her interests and motivation.

<u>Area</u>	<u>Rating</u>	<u>Point Value</u>
Interview	Excellent	10
	Good	8
	Average	6
	Fair	4
	Poor	0

Possible Score: 10

Possible score for all criteria: 100 points

Applications are rank ordered from the highest admissions score to the lowest. Students who have low scores and do not meet the admissions criteria will be placed on a waiting list or may be rejected. Students on the waiting list will have their applications reviewed in June.

VIII. SELECTION PROCESS

The Director of Guidance and/or designee screens each application to determine if it is complete. Each criterion is translated into numerical equivalents and added, resulting in the admissions score. The score is a composite point value of the five admissions criteria computed as follows:

- Achievement (English Language Arts, mathematics, social studies and science grades)
- + Attendance
- + Conduct/behavior
- + Recommendation/effort
- + Interview
- = Admissions score

D (60*-69)	4
F (Failing)	0

(* or 65 as determined by the sending school)
Possible score: 40

2. Attendance

Attendance, based on the total number of absences and tardies (3 tardies = 1 absence), constitute the attendance category. Points are awarded and totaled for grade 7 and the first half of grade 8. For students applying for Grade 10, 11, or 12, points are awarded for the previous two years using the full year point value chart.

<u>7th Grade Full Year</u>	<u>Point Value</u>	<u>Half-Year</u>	<u>8th Grade Point Value</u>
0 - 5 (absences)	10	0 - 3	10
6 - 10	8	4 - 6	8
11 - 15	6	7 - 8	6
16 - up	4	9 - up	4

Possible score: 20

3. Conduct/Behavior

This criterion is a measure of the student's rating in conduct and citizenship as determined by teachers and counselors and recorded on the application and as determined by the student discipline record. Points are awarded as follows:

<u>Area</u>	<u>Rating</u>	<u>Point Value</u>
Conduct	Excellent	20
	Good	15
	Average	10
	Fair	5
	Poor	0

Possible Score: 20

4. Recommendation/Effort

Consideration is given to evaluations of the counselors and teachers in reference to a student's effort, study habits, and acceptance of responsibility as recorded on the application as determined by the teacher comments on the report card. Points are awarded as follows:

Students from the District are rank ordered by their admission score in descending order. Students applying from non-district towns are rank ordered by their admissions scores in descending order and their names are placed on a list entitled "Nonresident Applicants".

The Admissions Committee reviews the applications from each town to determine the final selection of entering students. The Committee also reviews the Nonresident applicants and makes recommendations for acceptance when appropriate.

Notification will be made by the Director of Guidance to all applicants by May 1st. Each applicant will receive a letter notifying them of admission, conditional admission (pending passing English Language Arts or its equivalent and mathematics), placement on the waiting list with reasons stated, or rejection. Local school counselors will be notified.

IX. ENROLLMENT AND CONDITIONAL ADMISSION

In order to enroll at Tri-County Regional Vocation Technical High School as a Grade 9 student, students must have successfully completed Grade 8. Successful completion is defined as having passed English Language Arts or its equivalent and mathematics and having been promoted to Grade 9 by the local school district. For students entering as Grade 10, 11, or 12, applicants must have been promoted to the grade they wish to enter by their local school district and have passed English Language Arts or its equivalent and mathematics in each year at the local school. Nonresident students must have approval of their nonresident tuition arrangements.

X. PROGRAM ADMISSION

All grade nine students will explore nine vocational programs during alternating week exploratories. Six exploratory programs are selected by the student on his/her application and 3 are selected by Guidance, including 2 non-traditional exploratories. Each exploratory is graded and is figured in the student's exploratory average. In January of the freshman year, students select their top three choices for a vocational major. Program choices are awarded based on overall exploratory average, exploratory teacher recommendation, and space available. If more students select a program major than there are spaces available, then the students are rank ordered by exploratory average. A student with an exploratory average of 95.5 would be placed before a student with an exploratory average of 92. Remaining students are placed on a waiting list, rank ordered by exploratory average, for that program major. Those students are then placed in one of their alternate program selections. If the student's second and third choices are not available due to space availability or lack of exploratory teacher recommendation, the guidance counselor will meet with the student and review spaces available in shops for which the student was recommended. The guidance counselor will meet with the student on the wait list if any opening should occur during the remainder of Grade 9.

Students who enroll in Tri-County after the completion of the Grade 9 exploratory program may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded by each shop instructor during the period of the 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 a 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 of the particular student.

XI. REVIEW AND APPEALS PROCESS

The applicant's parents(s)/guardian(s), upon receipt of a letter from Tri-County indicating that the applicant was not admitted or placed on a waiting list for the school or for a particular program, may request a review of the decision by sending a letter requesting a review to the Director of Guidance within 15 days of the receipt of the letter. The Director of Guidance will respond in writing to the letter with the findings of the review within 15 days of receipt of the letter. If after the review by the Director of Guidance, the parent/guardian wishes to appeal the findings, they may do so by sending a letter requesting a review to the Principal within 15 days of receipt of the letter from the Director of Guidance. The Principal will respond in writing to the letter with the findings of the review within 15 days of the receipt of the appeal letter. The decision of the Principal is final.

Directions for Students:

1. Complete all information on the front of this form. Print in spaces provided.
2. Applicant and Parent/Guardian must sign.
3. Return the completed application to your school.



Tri-County Regional Vocational Technical School District

147 Pond Street, Franklin, MA 02038

Franklin • Medfield • Medway • Millis • Norfolk • North Attleboro
Plainville • Seekonk • Sherborn • Walpole • Wrentham

ADMISSIONS APPLICATION FORM

Tri-County has a published admissions policy that is made available to all applicants and parent(s)/guardian(s) as part of the admissions process. The policy gives the admissions criteria (grades, attendance, conduct, effort, interview) as well as a description of the entire admissions process. The admissions policy is available on the school's website (www.tri-county.tc) and is included with the application packets mailed by Tri-County.

PLEASE PRINT

Applicant Name: _____
Last First Middle

Home Address: _____
Street Town Zip

Home Phone #: _____ **Current School:** _____ **Grade:** _____

Parent/Guardian Name: _____
Last First Middle

Home Address: _____
Street Town Zip

Home Phone #: _____ **Work Phone #:** _____

Vocational Programs available at Tri-County are listed below. Please indicate course preferences in the space provided. (First choice – No. 1, second choice – No. 2, etc.)

- | | | |
|------------------------------|-------------------------|--|
| Auto Collision Repair | Culinary Arts | Graphic Communications |
| Automotive Technology | Dental Assisting | Heating, Ventilation, Air Conditioning & Refrigeration |
| Carpentry | Early Childhood Careers | Medical Careers |
| Computer Information Systems | Electrical | Metal Fabrication |
| Construction Craft Laborer | Engineering Technology | Plumbing & Hydronic Heating |
| Cosmetology | Facilities Management | |

No. 1 _____ No. 4 _____

No. 2 _____ No. 5 _____

No. 3 _____ No. 6 _____

Signature Section – The statements and information furnished by the undersigned in this application form are true and complete.

The undersigned applicant's parent(s)/guardian(s) give permission for representatives of the sending school to release the applicant's records including grades, attendance, discipline/conduct.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Telephone Numbers: Home: _____ Work: _____

Signature of Current Guidance Counselor: _____ Date: _____

Dial Direct : 508-528-5400 Franklin, Norfolk, Medway, Walpole, Wrentham
 508-376-2295 Millis, Medfield, Medway, Sherborn
 508-226-2830 North Attleboro, Plainville, Seekonk

Tri-County Fax: 508-528-6074
 Tri-County Website: www.tri-county.tc

Sending School Section – Please submit a copy of last year's and the current year's report cards, copy of attendance record with an explanation of circumstances causing poor attendance, and a copy of the student discipline record as required by the Tri-County Admission Policy. In addition, complete the sending school evaluation.

Sending School Evaluation

	Excellent	Good	Average	Fair	Poor
Conduct :					
Effort :					

Additional Comments: _____

Signature: _____ Date: _____

Print Name and Title: _____

Voluntary Information Section – The information in this section is not required for admission. Submission of the information is entirely voluntary. Information submitted voluntarily by the applicant will not affect the applicant's admission to Tri-County. The information, if supplied, will be used for monitoring equal educational opportunity in the school district. In addition, note that applicants with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Applicants who are English language learners or limited English proficient may voluntarily self-identify for the purpose of receiving interpretive services during the entire application and admission process.

Gender: Female Male

Please indicate ethnicity and race by completing PART I and PART II:

PART I: Ethnicity (Check one)

Hispanic or Latino	
Not Hispanic or Latino	

PART II: Race (Check as many as apply)

American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Island	
White	

Person with disability: Yes – If yes, do you need accommodations during the application for admission process? Yes – If yes, please describe the accommodations needed.

Person who is an English language learner or limited English proficient: Yes – If yes, do you need language assistance during the application for admission process? Yes – If yes, please describe the assistance needed.

The Tri-County Regional Vocational Technical School District is an equal opportunity employer and coeducational high school that does not discriminate because of race, color, sex, religion, national origin, sexual orientation, or disability in its employment policies, in the enrollment of students, or in eligibility for programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. To contact the Title VI, Title IX or 504 coordinator call or write Jean Mallon, Director of Guidance, Tri-County RVTHS, 147 Pond Street, Franklin, MA 02038, 508-528-5400, www.tri-county.tc.