

MEDFORD VOCATIONAL-TECHNICAL HIGH SCHOOL

ADMISSION POLICY

February 2011

INTRODUCTORY STATEMENT

Medford Vocational-Technical High School is a vocational technical high school that serves the residents of the city of Medford. 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. All applicants to grades nine through twelve at the Medford Vocational-Technical High School will be evaluated using the criteria contained in this Admission Policy.

The following policy, in compliance with Massachusetts General Law (M.G.L.) Chapter 74. Vocational Technical Education Regulations (CMR 603 4.03 (6), is an official school document as approved by the Medford School Committee, March 2011.

EQUAL EDUCATIONAL OPPORTUNITY

Medford 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.

Students with disabilities and those applicants with limited English proficiency will be provided with the full range of assistance during the entire application and admission process.

Upon the request of an applicant of limited English proficiency, a qualified representative from the school will assist the applicant in completing the necessary forms and provide interpreting services during the entire application and admission process.

Students who are disabled 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 application and admission process, will not affect admission to the school.

ELGIBILITY

Medford Vocational-Technical High School will determine the number of openings for grades 9- 12. Any eighth, ninth, tenth or eleventh grade student who is a resident of the city of Medford who expects to be promoted to the grade they seek to enter by the local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings at the Medford Vocational-Technical High School. Resident students will be evaluated using the criteria contained in the Admission Policy. The parent(s)/guardian(s) will be asked to provide written documentation of residency if deemed necessary by the Medford Vocational-Technical High School Administration. Students who are not residents of the city of Medford are eligible to apply for fall admission, on a tuition basis, subject to the availability of openings provided they expect to be promoted to the grade they seek to enter by their local district.

Medford Vocational-Technical High School is a member of the Shore Educational Collaborative, an educational collaborative chartered under Chapter 631 of the Massachusetts General Laws and approved

by the Massachusetts Department of Elementary and Secondary Education under Chapter 40, Section 4e. Students from member districts of the Collaborative (includes the school systems of Cambridge, Everett, Somerville, and Waltham) who do not reside within the Medford School District may apply for admission subject to the availability of openings and the absence of established waiting lists in particular vocational areas provided they expect to be promoted to the grade they seek by their local district. Collaborative students will be evaluated and ranked using the criteria set forth in the Admission Policy. Grade nine students from Collaborative Districts may elect to explore specific vocational areas that are not offered within their District and participate in the grade nine vocational selection process at the Medford Vocational-Technical High School. Such students will be evaluated in the exploratory according to the established grading rubric. If Collaborative students are selected for a vocational placement, and accept the seat offered, they will be given the opportunity to transfer to the Medford Vocational-Technical High School for enrollment as tenth graders. All Collaborative students will have to meet the basic requirements of promotion to the grade they seek and passing grades in English language arts or the equivalent and mathematics. Collaborative students may be denied admission if their discipline records contain infractions involving weapons, illegal drugs, assault on a staff member, or school threats. Sending districts will be responsible for transportation for grade nine exploratory students. If enrolled full time, sending District will be responsible for transportation to school or to a District bus stop.

Transfer students from other Chapter 74 State Approved vocational technical programs who change their residency to live within the Medford School District are eligible to apply for fall admission or admission during the school year to grades 9-12 at Medford Vocational-Technical High School 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 the Admission Policy and may be denied admission if their discipline record contains infractions involving weapons, illegal drugs, assault on a staff member, or school threats.

Nonresident

Nonresident students will be evaluated according to the criteria contained in the admission policy and according to M.G.L.c.74. 8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c.74) located at www.doe.mass.edu/cte/admissions/nonres guidelines. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Medford Vocational Technical High School as nonresidents under M.G.L. c.74, Sections 7 and 7C. Priority for admission is given to Medford School district residents.

McKinney-Vento

Students who are homeless will be accepted to Medford Vocational Technical High School according to the selection criteria contained in this admission policy.

Home Schooled

Students who are formally being home schooled may apply for admission to the Medford Vocational Technical High School including admission during the school year, provided all Admission Policy criteria are followed. The Home School student’s parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent. Home Schooled students will be accepted to the Medford Vocational Technical High School according to the selection criteria contained in this admission policy. Please refer to the **Application Process** section for additional information regarding selection criteria.

ORGANIZATIONAL STRUCTURE

Medford Vocational-Technical High School is a public vocational technical school located at 489 Winthrop Street in Medford, Massachusetts. Medford Vocational-Technical High School is accredited by the New England Association of Schools and Colleges and committed to providing quality vocational technical programs.

It is the responsibility of the Medford Vocational-Technical High School Principal/Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy. Medford Vocational-Technical High School has an Admission Committee appointed by the Superintendent. The committee consists of-

Administrator of Guidance Services
Assistant Principal
Special Education Educational Team Leader
School Adjustment Counselor

Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of application
- 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 Administrator of Guidance Services is responsible for receiving all applications for admissions and communicating application status information to parents, students and referring school districts.

RECRUITMENT PROCESS

The Medford Vocational-Technical High School District disseminates information about the school through a variety of methods. The Administrator of Guidance Services is responsible for coordinating all recruitment activities.

- a. Visitations with an informational video presentation to 8th grade classes in local schools by Medford Vocational-Technical staff from October to November is 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 as well as view a presentation about all offerings.
- c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- d. Brochures, CD's, and Programs of Study, which describe the vocational-technical programs including academic courses, graduation requirements, sports, cooperative education, and special education resources, are distributed during the 8 grade visitations, the Open House, and through individual mailings when requested.
- e. After school vocational exploratory days are offered to 8th grade students encouraging students to visit vocational areas and participate in hands-on activities.
- f. A Counselor's Breakfast is held each fall to give all sending school counselors and Educational Team Leaders an opportunity to visit Medford Vocational-Technical High School. At that time, updated information is provided regarding the admissions process, questions are addressed and an opportunity to tour the facility is offered.
- g. Recruitment personnel will visit individual middle schools to address small groups of parents who have specific questions regarding admissions or enrollment.

APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADES

Medford Vocational-Technical accepts students in the fall of each year to replace students who have withdrawn or to fill openings in available shops. Upper class students are accepted only when vacancies occur in the shop of their choice, on a space available basis. School counselors should contact the Guidance Office to identify the availability of current school year openings before initiating the application process with inquiring students.

Home School

Students who are formally being home schooled may apply for admission to the Medford Vocational Technical High School including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent **and** if grades are not available, a representative sample or portfolio of the student's body of work in English language arts or its equivalent, math, science, and social studies. Home schooled students will be ranked on their portfolio/grades (50%) and recommendation (50%).

1. Students interested in applying to Medford Vocational-Technical High School for fall admission to the ninth, tenth, eleventh, or twelfth grades must:
 - a. obtain an application from their local school Guidance Counselor as early in the school year as possible. If application is unavailable at local schools, contact the Medford Vocational-Technical High School Guidance Office, 489 Winthrop Street, Medford, MA 02155, (781) 393-2207 to request to have one mailed.
 - b. return the completed application form to their school Guidance Counselor by the deadline set by the Guidance Counselor.

***TWELFTH GRADE STUDENT MUST BE A TRANSFER FROM ANOTHER CHAPTER 74 STATE – APPROVED VOCATIONAL TECHNICAL PROGRAM.**

2. It is the responsibility of the school Guidance Counselor to:
 - a. complete their portion of the application form.
 - b. forward the completed applications to the Medford Vocational-Technical High School Guidance Office by the 1st of March. Complete applications include:
 - (I) Completed application form (including required signatures) along with copies of grade reports, attendance/tardy records, and full discipline records for the previous full year and the current year through the midpoint of the year.
 - (II) For applications to grade 9 (fall admission), the final averages of grade 7, as well as, from terms 1 & 2 of grade 8 in English language arts or the equivalent, mathematics science, and social studies from the local school report card are required.

For applications to grade 10, 11 and 12 (fall admission) the final grade averages of the previous school year and terms 1 & 2 of the current school year in English language arts or the equivalent, social studies, mathematics and science from the local school report card is required.

For applications to grade 9 (fall admission), the total number of grade 7 and terms 1 & 2 grade 8 unexcused absences and tardies from the local school report card are required.

For applications to grades 10, 11 and 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences and tardies from the local school report card is required.

For applications to grade 9 (fall admission), the discipline record of grade 7 and terms 1 & 2 grade 8 identifying behavioral infractions and discipline actions taken from the local school district. For applications to grades 10, 11, and 12 (fall admission), the discipline record of the previous school year and terms 1 & 2 of the current school year identifying behavioral infractions and discipline actions taken from the local school district.

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

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Guidance Office at Medford Vocational-Technical High School will notify the 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 Medford Vocational- Technical Admission Office in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

APPLICATION PROCESS FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELTH GRADES FOR THE CURRENT SCHOOL YEAR.

Medford Vocational-Technical High School accepts grade nine applicants in January of each year to replace students who have withdrawn. School counselors should contact the Guidance Office to identify the availability of current school year openings before initiating

** applying for admission during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall. **the application process with inquiring students. Current school year applicants must be enrolled in school or be formally home schooled in order to be eligible to apply.**

1. Students interested in applying to Medford Vocational-Technical High School for admission for the current school year must:
 - a. Obtain the application from their school Guidance Counselor.
 - b. return the completed application form to their school Guidance Counselor by the deadline by the Guidance Counselor.
 - c. attend an informational meeting at Medford Vocational-Technical High School. If the applicant or parent(s)/guardian(s) cannot provide transportation, a representative from Medford Vocational-Technical High School will go to the local school to interview the applicant.
2. It is the responsibility of the school Guidance Counselor to:
 - a. complete their portion of the application form.
 - b. forward the completed applications to the Guidance Office at Medford Vocational- Technical High School. Complete applications include:
 - (I) Completed application form (including required signatures).
 - (II) For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application marks in English language arts or the equivalent, social studies, mathematics and science from the local school report card are required.

For applications to grades 9, 10, 11 and 12 (admission during the school year), the current school year to the date of application unexcused absences from the local school report card are required.

For applications to grades 9, 10, 11 and 12 (admission during the school year), the current school year to the date of the application discipline record from the local school administrative office.

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

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Medford Vocational-Technical High School Guidance 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 Medford Vocational- Technical High School Guidance 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 for fall admissions after March 1st and before August 1st will be evaluated using the same criteria as other applications. Their composite score will then be integrated in rank order on the established waiting list. Review of applications for May acceptances will include all applications received by April 1st. Review for May 15th acceptances will include applications received by May 1st. review for June 15th acceptances will include applications received by June 1st. Final acceptances to fill declined seats will be completed by August 15th and will include review of applications received by August 1st. When a waiting list of at least 50 students has been established, no additional names will be added to the waiting list after August 1st. If upon school opening, accepted students decline, those seats will be refilled from the waiting list by September 15th.

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 into the Medford Vocational-Technical School District and wish to pursue the same program of study at Medford Vocational-Technical High School. All transfer applicants must attend a meeting with the Admissions Committee at Medford Vocational-Technical High School. Transfer applications will be evaluated according to the provisions of the Admission Policy and may be denied admission if their discipline record contains infractions involving weapons, illegal drugs, assault on a staff member or school threats.

WITHDRAWN STUDENTS

Students who withdraw from Medford Vocational-Technical High School and who are attending or not attending another high school may reapply to Medford Vocational-Technical following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy. Space availability in the vocational area will be required prior to consideration for readmission.

SELECTION CRITERIA

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

- A. Scholastic Achievement - Maximum 32 points
Example (32/4 core subjects =8)

Core Subject	Points
English (ELA)	8
Mathematics	8
Science	8
Social Studies	8
<i>Total</i>	32

Grade	Average	Points
A	(90 - 100)	8
B	(80 - 89)	6
C/C+	(75 - 79)	4
C-/C	(70 - 74)	3
D	(65 - 69)	1
F	(00 - 64)	0

For applications to grade 9 (fall admission), the final average of grade 7 and grades from terms 1 & 2 of grade 8 in English language arts or the equivalent, social studies, mathematics and science from the local school report-card are used. For applications to grades 10, 11 and 12 (fall admission) the final averages of the previous school year and grades from terms 1 & 2 of the current school year in English language arts or the equivalent, social studies, mathematics and science from the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application grades in English language arts or the equivalent, social studies, mathematics and science from the local school report card are used.

- B. Attendance: Maximum 30 points

Number of Absences And Tardies	Points
0 - 10	30
11 - 20	20
21 - 30	10
31 - 40	5
41 plus	0

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

- C. School Discipline/Conduct- Maximum 30 points

Discipline/Conduct Rating	Points
No Discipline Incidents	30
1 - 3 Minor Incidents	15
4 - 6 Minor Incidents	10
1 Suspension	5
More than 1 Suspension	0

For applications to grade 9 (fall admission), the full discipline records of grade 7 and terms 1 & 2 of grade 8 from the local school administrative office are used. For applications to grades 10, 11 and 12 (fall admission) the discipline records of the previous school year and terms 1 & 2 of the current school year from the local school administrative office are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year discipline record to the date of the application from the local school administrative office are used.

D. Local Guidance Counselor's Recommendation-. Maximum 10 points

Rating	Points
Excellent	10
Above Average	8
Average	6
Below Average	4
Poor	2

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (102) points can be earned.

SELECTION PROCESS

The Admission Committee at Medford Vocational-Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior and local Guidance Counselor's recommendations. Applications are reviewed, processed and assigned points by grade level.

Students who are failing English language arts or the equivalent or mathematics at the time of application will be classified as "non-qualified" and given the opportunity to send third quarter or final report cards for reevaluation of status. If student is passing both subjects at that time, points will be calculated and student will be integrated in rank order on the established waiting list according to composite score.

All applicants for Grade 9 whose applications are received by Medford Vocational-Technical High School by March 1 are notified of their status by a letter to their parent(s)/guardian(s) and their local school Guidance Counselor by mid-April. Applicants whose applications are not received by Medford Vocational-Technical High School by April 1st will receive a letter informing them of their status within one month of receipt of their application.

Upper class applications received by April 1st will be reviewed by May 15th after vocational openings for the next school year are clear. Students will be considered for their first three vocational choices as indicated on their applications. Space availability in vocational areas will be a determining factor in selection. Letters regarding admission status will be sent to students and parents by June 30th of each year. In the event that there are more acceptable students than spaces available, a waiting list will be maintained. The wait list is valid for the current school year.

ENROLLMENT

In order to enroll at Medford Vocational-Technical High 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 the equivalent and mathematics for the school year immediately preceding their enrollment at Medford Vocational-Technical High School. The Medford Vocational-Technical High School Guidance Department will request final report cards of all accepted students to verify promotion and passing final grades.

If accepted students fail English language arts or the equivalent or mathematics as a final grade, they must attend summer school and present a certificate that indicates they have successfully passed the failed course(s) to retain their seat.

Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization Records must be received in the Medford Vocational-Technical Nurse's Office for students to begin their enrollment.

All accepted students will be scheduled to take the Stanford 9 Achievement test for academic class placement purposes. Testing will be offered in May, June and August. Late accepts of students who missed testing dates will be tested during school in September. Once enrolled, all new students to Medford Vocational-Technical High School will participate in the Career Cruising Vocational Assessment system.

VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Medford 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. On their applications, students list their top 3 exploratory choices. They are scheduled to explore each of those 3 choices and 4 additional vocational areas through the first three terms of the school year. Students are evaluated and scored (0-100 points) during the exploratory time in each shop. A standardized evaluative rubric (Exploratory Student Evaluation Form) is used by each exploratory teacher to fairly assess all students as they rotate through the exploratory program. Students are assessed in the following areas: Workmanship/Production, 20%, Safety, 20%, Career Awareness Activity/Assignments, 20%, Professionalism, 20%, and Employability, 20%. At the end of the exploratory period, each student selects his/her program of choice from all recommended shops. Students then rank order all of their choice shops from high interest to low interest.

The Admissions Committee attempts to give each student his or her first choice. The rank order of students entering each shop is based on the student's average grade received, based on all shops explored. If a shop is closed to a student, Admissions Committee attempts to assign the student's second choice, third choice, etc. until placed. If students are tied in points to enter a shop, the tie is broken by the total number of exploratory points earned throughout their entire exploratory program. If a tie remains, the grade point average will be used to break the tie.

If still tied, the student's discipline record will break the tie. The discipline rubric is contained within this policy – Selection Criteria, C, on page 7.

Students who wish to transfer from one shop to another during the school year 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.

REVIEW and APPEALS

Student Not Accepted into School/Placed on Waiting List

The applicant's parent(s)/guardian(s), upon receipt of a letter from Medford Vocational-Technical High School indicating that the applicant was not accepted or placed on a waiting list, may request a review of a decision by sending a letter requesting a review to the Administrator of Guidance Services within thirty days of the receipt of the letter. The Administrator of Guidance Services will respond in writing to the letter with the findings of the review within thirty days.

If after the review, the parent(s)/guardian(s) 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 Principal/Director to appeal the Administrator of Guidance Services' findings. The Principal/Director will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. After hearing the appeal, the Principal/Director will respond in writing with a decision on the appeal within thirty days of the meeting when the appeal was presented.

Student Not Accepted into Selected Vocational Shop Area/Placed on Shop Waiting List

The applicant's parent(s)/guardian(s), upon receipt of a letter from Medford Vocational-Technical High School indicating that the applicant was not accepted or placed on a waiting for a particular program (shop)(major), may request a review of the decision by sending a letter requesting a review to the Superintendent of Schools within thirty days of the receipt of the letter. The Superintendent of Schools will respond in writing to the letter with the findings of the review within thirty days.